

WESTERN WASHINGTON UNIVERSITY

2007 | 2008



Residential
Community
Handbook

UNIVERSITY RESIDENCES

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Residential
Community
Handbook**

WESTERN WASHINGTON UNIVERSITY

The Residential Community

Living in University Residences is a unique experience that provides opportunities to meet new people and to explore new ideas. It is a vital part of the educational process in which students are encouraged to assume individual and group responsibility. New students have opportunities to develop close friendships, to expand their interests and perspectives, to develop lifelong learning skills and to make connections to Western and the Bellingham community. Transfer students and students returning to Western can connect with peers, develop leadership skills, and explore career options. University Residences seeks to provide a safe and secure environment that encourages service to the community and multicultural exploration.

University Residences professional and paraprofessional staff will help students develop a sense of community and will provide students with intellectual, social, cultural, recreational and developmental experiences. These are designed to enhance the student's stay at the University and to facilitate academic success, healthy relationships, personal wellness and civic engagement.

The residential community exists within the larger structure of the University, city, and society. Residents are subject to University policies, as well as civil and state and federal laws. Within these parameters there exists considerable opportunity for self-direction and experience. We encourage you to take advantage of the many opportunities that exist in the residential community at Western.

Mission Statement

University Residences & University Dining Services

Students in University Residences enhance their Western Experience in diverse and inclusive communities that foster active learning, leadership, social responsibility, civic engagement, and effective citizenship: supported by a high quality, attractive and sustainable campus environment.

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Safety Information

Personal Safety

Safety in University Residences means protecting people and property. Western's campus is a great place for students to learn and grow. But like any other community, Western can have its share of accidents, crimes and injuries. Fortunately, the right attitudes and actions can help protect you, your belongings and fellow students. *Campus safety depends on everyone, including you.*

Learn To Protect Yourself

KEEP YOUR DOOR LOCKED!! Leaving it open for even one minute is an invitation to robbery.

- **Always** lock your room when you go to bed at night. Even if you take a short nap during the day, make sure the door is locked.
- **Always** find out WHO is knocking before you open the door.
- **Never** leave doors propped open (your room door or the outside doors in your building).

KEEP YOUR KEYS SAFE!!

- **Don't** lend your key to anyone.
- **Don't** leave keys lying around in your apartment or room.
- If your key is lost or stolen, report it to your hall staff. Your lock will be changed, and you will receive new keys and will be billed for the re-key.

Public Safety

You are expected to obey local, state and federal laws. City, county, state and federal law enforcement officials have jurisdiction on campus.

Students who jeopardize the safety or security of other residents by propping or otherwise disabling exterior doors, or by letting unauthorized individuals into the building (intentionally or carelessly) will face disciplinary action.

The University maintains its own police department that is composed of full-time commissioned officers and student officers who patrol the campus. City, county, state and federal law enforcement officials have jurisdiction on campus.

University Police and University Residences have agreed that residential staff should be contacted first in the case of minor infractions of University rules. To report any fire, personal injury, crime in progress, traffic accident or other emergency, dial x3911.

In the event of a crisis at Western, the University will use every communication tool to share information with the campus community as quickly as possible. These include, but are not limited to, the Western homepage (www.wvu.edu), the Emergency Stormline/Hotline (360-650-6500), and the WWU Emergency Communications website (<http://emergency.wvu.edu>). You can help by logging into Web4U (available via MyWestern) and making sure that your contact information, including your cell phone number, is up-to-date.

Cyber Safety

Online social networking services (like Facebook, Myspace, etc.) can be a great way to connect with your peers. Please keep the following important guidelines in mind if you use these services:

- **Your online profile may be the only impression others have of you.**

Consider the messages you convey about yourself through your photos, personal information, group affiliations, friends and other postings.

- **Use privacy settings to help control who can access your information.** While these settings provide no guarantees, they give you some control of the information you post. Being unsafe online can impact your physical safety by giving others information about your habits and where to find you.

- **Understand that what you post is public.**

While other students will see what you post, they're not the only ones. Depending on the service, your information may be viewed by faculty, staff, family, future employers, or online predators. Deleting information from these services does not mean that someone else didn't print or save your profile, comments or pictures. Also be aware that some services allow others to post information about, or pictures of you without your permission. Posting your phone number, address, or class schedule makes it easy for friends to contact you, but it also makes it easy for anyone else, including stalkers or predators, to find you. Read and understand the Terms of Use for each service provider which include important disclaimers, limits on liability, copyright and other policies.

- **Civility is important**

Western expects you to be a positive member of this community, and that extends to cyberspace.

Natural Disasters

University Residences strongly encourages residents to think about and prepare for a natural disaster. We encourage residents to assemble an **Emergency Supply Kit** containing:

- **Water:** three-day supply
- **Food:** at least a three-day supply of non-perishable food (crackers, peanut butter, canned goods)

- **Battery-powered radio** and an **NOAA Weather Radio** with tone alert, and **extra batteries** for both
- **Flashlight** and extra **batteries**
- **First Aid kit**
- **Whistle**: to signal for help
- **Dust mask** or **cotton t-shirt**: to help filter the air
- **Moist towelettes** and **hygiene supplies**: for sanitation
- **Wrench/pliers**
- **Can opener**
- **Unique needs**: such as medication, eyeglasses
- **Garbage bags**
- **Space saver emergency blanket**
- **Photocopies of credit/ID cards**
- **Cash**

For more information, see:

- www.wvu.edu/depts/ehs/
- www.redcross.org
- www.fema.gov
- www.co.whatcom.wa.us/dem/prepare/72hourkit.jsp

University Residences recommends the Seattle 72 hour kit (www.redcross-oregontrail.org); check the AS Bookstore for availability.

Earthquake Information

Earthquake Preparedness

Western Washington University lies within earthquake country. To live in Washington is to live with earthquakes, past, present and inevitably in the future. Washington is part of a geological ring along the Pacific coasts of North and South America and Asia. Historically, the greatest seismic activity in Washington has occurred within the Puget Lowland area between Olympia and the Canadian border.

It is unpleasant to contemplate an emergency, but both the University and its residents must recognize the possibility that an earthquake can occur and be prepared to meet it and its effects intelligently. Safety is not a one-sided responsibility, and in an emergency, your knowledge can be as important as the proficiency of our professional staff.

The actual earth movement of a quake, frightening as it is, seldom is a direct cause of death or injury. The earth movement, however, can cause buildings and other structures to shake, crack or even collapse. Most casualties result from falling objects and debris, splintering glass, fires, and ... panic.

The following information is designed to give you concise, usable information, which will enable you to plan for, and deal intelligently with, the effects of an earthquake. Please take time to familiarize yourself with the contents of this publication; knowing what to do before, during, and after an earthquake could mean the difference between being seriously injured or not. Our chances during even the most serious earthquakes are excellent if we follow these Emergency Procedures for Earthquakes.

Think safety. Utilities are sometimes damaged during an earthquake. Natural gas lines can break and present a fire danger. Electrical power will be disrupted. Phone lines can be cut. Water and sewage lines can be broken resulting in a contaminated water supply. Also, emergency services may be limited after an earthquake. Fire and police departments will be forced to deal with larger emergencies first.

We thank you for your cooperation and recognition of your role in ensuring the safety of all residents in our housing system.

Making Your Room Safe

- Keep heavy or breakable things from over your bed or desk. Most injuries result from falling objects, not collapsing buildings.
- Place your bed and desk chair away from windows. If that isn't possible, sleep with your head away from the window.
- Keep breakables secure in low cabinets.
- Secure your computer to the table with velcro-type fasteners
- Identify safe places in your room, such as under furniture, in an interior corner, in an interior hallway.
- Avoid windows, mirrors, and hanging objects.
- Keep exits clear
- Know where exits are located.
- Know where you will "Stop, Drop and Hold" during an earthquake

During an Earthquake

- STAY CALM. THINK OF CONSEQUENCES.
- Take "quake-safe" action at the first indication of ground-shaking.
- Stay where you are located.
- Protect yourself: Drop to the floor. Cover yourself. Hold on to your shelter.
- Be aware of objects that might fall. Move away from windows and heavy objects.
- Don't enter or exit a building during shaking due to danger from falling debris.

Inside:

- Place your head between your knees to protect your face from flying glass or objects.
- Crouch under a table or desk away from windows and hold on.
- Physically locate yourself in an innermost corner of the room away from windows.
- Avoid bracing yourself in an inner doorway because of possible injury from the moving door.
- Don't use elevators during a quake.

Outside:

- Move as far as possible from buildings which will likely pelt you with broken glass or debris.
- Move away from utility poles, power lines and trees.

In a vehicle:

- Drive away from underpasses and overpasses. Avoid buildings and utility wires.
- Stay in the vehicle until the shaking stops.
- When shaking stops, proceed cautiously. Avoid damaged bridges and elevated structures.

In a classroom or laboratory:

- Turn off gas burners. Extinguish open flames. Beware of hazardous chemicals present in the room.
- Faculty remain in control of the class and keep students inside until the shaking has stopped, unless an identified hazard such as fire or toxic fumes exists.

In an auditorium:

- Crouch in the aisles of the auditorium or large lecture hall. Cover your head and neck.
- Stay calm and urge others to stay calm.

After an Earthquake:

- STAY CALM. THINK OF CONSEQUENCES.
- Recognize that if you are inside, the electricity and lights are probably out.
- Don't move a seriously injured person unless he or she is in danger of further injury.
- Be prepared for additional, likely milder, earthquake shocks. They may cause additional damage.
- Don't use a telephone except for a true emergency.
- Turn the radio to KGMI 790 AM, KPUG 1170 AM, KUG 89.3 FM for instructions and information.
- Check for fires and fire hazards. Don't use candles around natural gas breaks.
- Report gas, water, and sewer breaks to the Physical Plant or University Police.

- Don't use any elevator unless it has been checked. Wear shoes to avoid injury from broken glass.
- Don't eat or drink from open containers because they may contain broken glass.
- Don't drink from taps unless you have been told the lines are safe.
- Don't flush toilets unless you have been told by the Physical Plant or University Police that sewage lines are intact. Watch for downed power lines.
- University Police will direct response to an earthquake: 2001 Bill McDonald Pkwy. 650-3911 or 650-3555.

Fire Safety

In the event of a fire, it is important to follow these procedures:

What to do

If you discover or suspect a fire, pull a fire alarm and leave the building by the nearest exit. While exiting, make an attempt to warn your neighbors by banging on doors that you pass. When you reach the evacuation location, contact a staff member and give him/her as much information as possible.

Mobility and visually/hearing impaired students

We notify University Police of the location of students with permanent or temporary mobility or visual/hearing impairments. In case of fire, the Bellingham Fire Department will go to your room immediately. The Equal Opportunity Center can assist persons with a disability in developing an evacuation plan; more information is available from EOC or at www.wvu.edu/depts/eoc/EvacuationGuideForPWD.pdf. If you become mobility impaired (e.g. from a sports injury), notify your building staff.

Where to go

When an alarm, a shouted warning, or the sensation of smoke or fire has alerted you:

- Keep low to the floor if there is smoke in the room. If smoke is not present, close your window.
- Feel the door before opening it. If it's hot, don't open it. If it isn't hot, open the door carefully. If smoke or heat are present, close the door and stay in the room. Seal the cracks around the door with whatever is handy (a towel, etc.). If the phone works, call "911" and report that you are trapped. Be sure to give them your room number and location. If the phone doesn't work, hang a sheet, jacket, etc. out of the window to attract attention.

- If the hall is free of smoke or heat, close and lock your door and exit immediately by the closest stairwell. **DO NOT USE AN ELEVATOR!** If the nearest exit is blocked, go to another exit.
- If all exits are blocked, go back to your room. Close the door, hang something out of your window and signal for help.
- Move quickly in a crouched position when escaping through a smoke-filled corridor. Place a wet cloth over your face and head.
- Once outside the building, move away from the building and watch for vehicle traffic.
- Do not re-enter the building until you have been given the OK by police, fire officials or the hall staff. **THE SILENCING OF THE ALARM DOES NOT INDICATE THE BUILDING IS SAFE TO RE-ENTER!**

Always try to remain calm. Never re-enter a burning building to save your personal possessions.

Evacuation Locations

Whenever the building must be evacuated (bomb threat, fire alarm), students should be directed to the following locations. Go to the building’s main lounge unless indicated otherwise.

- Alphato Delta
- Beta to Kappa
- Birnam Woodto another BW building
- Buchanan Towersto Fairhaven Main Lounge
- Delta to Alpha
- Edens to Higginson
- Fairhavento Fairhaven Main Lounge
- Gamma to Kappa
- Higginson to Edens
- Highland to Sigma or Omega
- Kappa to Ridgeway Commons, first floor hallway
- Mathes to Nash
- Nash to Mathes
- Omega to Sigma
- Sigma to Omega

Smoke Alarms, Heat Detectors and Related Annunciator Panels

Hard-wired, regularly maintained Smoke and Heat Detectors are provided throughout the buildings for your safety.

Definition of terms:

1. **Smoke detector** - This device activates an alarm/horn when it detects a certain concentration of **SMOKE** particles. Generally, the smoke detectors are **LOCAL** alarms, meaning that they are designed to alarm only the room's occupants of a potential fire. Smoke detectors are typically installed in sleeping rooms.*
2. **Heat detector** - This device activates when it detects **HEAT** rising at a specified rate. Heat detectors are commonly used in kitchen areas since the sensitive smoke detectors would falsely activate from the smoke and steam generated in the normal cooking process. In addition to sounding an alarm locally, Heat Detectors send a **GENERAL** alarm to the main fire panel in the building that will trip the associated "zone". In turn the main panel sets off the building sounding devices and the transmitter sends the coded alarm to University Police and the Steam Plant. You should expect to see the Bellingham Fire trucks arrive very shortly thereafter
3. **Combination Smoke/Heat Detector** - This is a device which integrates a smoke detector and heat detector in one unit. Most living/sleeping room areas in University Residences have these combination units.

*The alarm system in **Buchanan Towers** is unique. The **SMOKE** detectors in the bedrooms activate an alarm that is heard on the entire floor, not just in the room. The alarm sounds a series of beeps followed by a voice message saying "Warning, a smoke detector has been activated in one of the bedrooms on this floor. Fire has not been confirmed at this time." The alarm concludes with another series of beeps. The alarm causes the local panel to sound a trouble alert. It also notifies University Police that a room detector has been activated. University Police will check the situation. If the alarm is "false", the panel is reset.

Testing and Maintenance - ALL devices in University Residences are tested per the *Bellingham Fire Department Confidence Testing Manual*. Different types of structures are tested under varying methods dependent upon height and occupancy. All residence halls are tested annually per this manual. Smoke detectors are cleaned and tested annually. This coincides with the other mandatory confidence testing for the elevators and emergency generator systems. We are required to certify that these types of systems work in conjunction with the elevator recall system and on backup power. The system is also tested on battery backup power annually. Most of this testing for the more stringent requirements is completed in August and September of each year prior to students moving in for Fall quarter.

What You Should Do If/When an Alarm sounds

General alarm ringing on your floor or in your building:

Evacuate the building following the plan on page 10 of this handbook.

Smoke detector in your room sounding a local alarm:

Assess whether the alarm has been activated by a legitimate fire hazard. If so, evacuate the building following the plan on page 10.

If the smoke detector has been set off inadvertently (e.g. cigarette smoke, cooking): wait for the smoke to clear. Once it has cleared, the local sounding device will automatically reset itself and the sounding device will silence. There is no need for further action.

In some cases, the smoke detector may become over-sensitive and tend to activate for no apparent reason. A malfunctioning smoke detector may also beep intermittently. A malfunctioning detector should be reported by calling x3556 during normal business hours (8:00 a.m. - 4:30 p.m.). If the detector is causing a disturbance after-hours, contact the on-duty Resident Advisor in your area.

Fire Aisles and Exits

The Bellingham Fire Department requires that all exit aisles, hallways, and stairs be kept clear of any obstruction. Items left in these areas will be subject to impound by the Residence Life Staff.

Fire Doors in hallways and stairwells are to be kept closed at all times, unless they are held open by a magnetic device that releases the door when a fire alarm is activated.

Phone Numbers

	<i>Non-Emergency</i>	<i>Emergency</i>
University Police	650-3555	3911 <i>(campus phone)</i> 650-3911 <i>(off-campus phone)</i>
Bellingham Police	676-6913	911
Fire Department	676-6813	911

Fire Doors

Many of the doors in our buildings are required to be “fire doors”. This means that the doors are designed to block a fire from passing through that doorway for a period of time that is established by fire codes and regulations. Doorways into public corridors and stairwells are generally required to be fire doors. These doors must remain closed in order to fulfill their intended purpose (blocking fire). Student room doors that exit into these corridors must never be propped open when unattended. Doors which separate corridors into smaller areas and which connect to exit stairwells must never be propped open.

Room doors in Alpha, Delta, Sigma, Omega, Kappa, Edens Hall, Edens North, Mathes, and Nash are equipped with spring loaded, self-closing hinges that automatically close the doors for fire safety. These hinges are designed to automatically close and latch the door whether or not the room window is open, so they must be adjusted to work assuming the window is closed. Be advised that if the room window is open, the door may close loudly and quickly. Noting this will help to avoid any injury. Students must not tamper with these safety devices. Evidence of tampering or disabling these devices will result in damage charges of at least \$25.

Fireplaces

Please see your Resident Director for your community’s policy on fireplaces.

Should a Shooting Incident Occur

If you are involved in a situation where someone has entered an area or building and started shooting, or you hear the sounds of gunfire, the following actions are recommended:

- Exit the building immediately – move away from the area and seek shelter. Avoid parking lots and open areas.
- Notify anyone you encounter to exit the building immediately (or not enter)
- Notify the Police by calling 911 and give the 911 operator the following information:

Your name

Location of the incident (be as specific as possible)

Describe what is happening

Number of shooters (if known)

Identification of shooter (if known)

Number of persons who may be involved

Your location (and stay on the line if possible)

If you are directly within range or in danger of an active shooter and exiting the building is not possible, the following actions are recommended:

- Go to the nearest room or office and hide
- Close the door, lock or barricade the door if possible
- Cover the door windows, if possible
- Keep quiet and act as if no one is in the room
- DO NOT answer the door
- Notify the Police by calling 911 (see above)
- Wait for Police to assist you out of the building

If the shooting is occurring outdoors, the following actions are recommended:

- Move inside a building, if possible, and follow the recommendations above
- If you cannot go inside, try to hide behind something solid
- Run away from the sounds of shooting, if you can do so without increasing your risk
- Notify the Police by calling 911 (see above)

When you call 911, give the 911 operator the same information as listed above.

Good Health Habits for Preventing the Flu (from CDC)

The single best way to prevent the flu is to get vaccinated each year, but good health habits and antiviral medications are other measures that can help protect against the flu.

- Avoid close contact. Avoid close contact with people who are sick. When you are sick, keep your distance from others to protect them from getting sick too.
- Stay home (in your room) when you are sick. If possible, stay home (in your room) from work, school, and errands when you are sick. You will help prevent others from catching your illness.
- Cover your mouth and nose. Cover your mouth and nose with a tissue when coughing or sneezing. If you don't have a tissue, cough or sneeze into your upper sleeve or elbow, not your hands. It may prevent those around you from getting sick. Put your used tissue in the waste basket. Clean your hands after coughing or sneezing by washing with soap and water or cleaning with an alcohol-based hand cleaner.
- Clean your hands. Washing your hands often will help protect you from germs.
- Avoid touching your eyes, nose or mouth. Germs are often spread when a person touches something that is contaminated with germs and then touches his or her eyes, nose, or mouth.
- Practice other good health habits. Get plenty of sleep, be physically active, manage your stress, drink plenty of fluids, and eat nutritious food.

For more information, see:

- http://www.wvu.edu/chw/student_health/index.html
- <http://www.wvu.edu/depts/ehs/pandemic.shtml>
- <http://www.cdc.gov/flu/protect/preventing.htm>

Residence Life Staff

University Residences staff performs a variety of functions in order to operate the residences and provide service to you. The people filling the positions described below are available to assist you during your stay in our residential facilities.

Live-In Staff

Resident Director

Each residence hall and apartment complex has a full-time, professional Resident Director (RD). He or she coordinates the total operation of a particular residential community. This includes: (a) educational, recreational and social programming and community development, (b) supervising and training of para-professional Resident Advisors and Assistant Resident Directors, (c) building management, (d) counseling and advising of residents and (e) adjudication of conduct-related issues. Resident Directors report to an Assistant Director of Residence Life.

Assistant Resident Director

These para-professional staff are provided in larger living areas to assist the Resident Director in overall management of the complex.

Resident Advisor

Resident Advisors (RA) are undergraduate students and the primary resources for students living in our residential system. Some of the responsibilities of an RA are to provide educational programs, plan floor activities, provide individual advisement and counsel, assist in general management of the hall, serve as a role model to residents and explain, confront and report violations of housing policies and/or regulations.

As state employees, Resident Advisors are obligated to report information they receive regarding incidents posing a danger to students or others. Examples of information that would be reported include, but are not limited to: suicidal behaviors, eating disorders, sexual misconduct/assault, physical assault, and domestic violence. Resident Advisors are trained to provide support and referral information to students needing assistance.

Additional Student Staff

Desk Attendants

Desk Attendants provide information and check out equipment and supplies to residents during scheduled hours. They are also responsible for distributing the U.S. and campus mail.

ResTek Consultants

Residential Technology (RESTEK) staff (x2946, info@restek.wvu.edu) assist residents in connecting their computers to the Internet. ResTek staff is available to answer questions by phone, email or in person at a resident's room. Areas of primary focus are connecting to the Internet, responsible use of Internet resources (bandwidth) and computer security and virus infection prevention.

Residence Life Programs at WWU

The Residence Life program at Western encourages you to participate actively and fully in the programs and activities that occur in your residential community. Staff is present to support and encourage:

Education - Our commitment to formal and informal educational programs and activities in the residential complexes enhances the overall undergraduate educational experience.

Community - Clearly, one of the great advantages of on-campus living is the opportunity for students to develop relationships with many other students in their residence hall or apartment complex. Our staff play a key role in helping students communicate effectively with other students from many different backgrounds.

Leadership - Our Residence Life program offers multiple opportunities for residential students to get involved in leadership roles. In addition, we provide training opportunities designed to teach leadership concepts and skills.

Adventure - The Residence Life experience can be an adventure in a number of different ways. Many of our programs and activities are designed to challenge students to explore their values, attitudes, and behaviors. In this sense, the residential experience is an adventure in getting to know one's self and how one relates to others.

University Residences Student Government

Many leadership opportunities exist for students in the residence halls and apartments. Learning leadership skills as a member of various residence hall committees and councils can be a valuable experience. Service of this type may come by being elected to a formal office in your community, or by being chosen to represent your community in the Residence Hall Association (RHA).

Hall Councils

The University encourages active democratic decision-making through hall councils (residence halls) and tenants council (apartments). Students and staff members work to develop a stimulating, enjoyable living environment for all residents by planning events and programs to help students get to know one another and the University. If you would like to be involved, contact your Resident Advisor. All meetings are open to any resident.

Residence Hall Association (RHA)

The Residence Hall Association (RHA) is comprised of representatives from each residence hall and the Birnam Wood apartments. This group acts as a central communications organization among individual residences, other student organizations, the faculty and administration. RHA serves as a central policy-reviewing body regarding issues pertaining directly to residential students, functions

as a general resource for residential groups and communities, and helps determine what facilities and services will be provided in the halls. A budget is administered by RHA and is used to fund campus-wide events and individual hall activities. If you would like to become involved in the RHA, please contact your Resident Director or call the RHA office at x4782. The RHA office is located in the Viking Union, room 435.

National Residence Hall Honorary (NRHH)

This group recognizes the top 1% of residents living on campus who have contributed outstanding service to University Residences. Each spring, students are nominated for membership and a reception is held to honor those selected. NRHH also assists in programming efforts, provides recognition of student and staff leaders and selects the Outstanding Residence Hall of the Year. For more information about NRHH, please call x4782, or visit the office, located in the Viking Union, room 435.

Assignments and Deposits

In accepting an assignment to a residence hall or apartment, you must agree in writing to the terms and conditions of the on-campus Housing Agreement and pay a security deposit of \$200. Upon leaving your University residence at the end of your contract, if there are no charges on your student account, the deposit will be refunded to you in full. The University reserves the right to claim all or part of the deposit toward the payment of any outstanding charges with the University (including your housing account). Refunds will be sent to you in check form within 3-4 weeks from your date of checkout.

IMPORTANT NOTE: Please make sure that you have updated your local mailing address information and your permanent address information by going to the www.wvu.edu/web4u web site. If you have questions, please contact the Housing Cashier at (360)650-3744.

You are offered a space in Western's residential system after you are officially admitted to the University and have made your confirmation deposit. The date the Office of Admissions receives your admission application is the date used to determine new resident priority for space in our residential system and in a particular building or apartment. Current or returning students are prioritized differently.

Your fall quarter room and roommate assignment are made at University Residences. The Roommate Assignment Questionnaire you return with your application is used to assign your roommate. Hall assignments for winter and spring quarters are made by University Residences. Rooms and roommates may be assigned prior to your arrival or at your building when you arrive. Roommate assignments in both apartments and residence halls are done on a same-gender basis, with the exception of families in apartments.

Renewal begins at the start of spring quarter. Current residents who apply to renew will use an online room selection program to choose rooms/apartments for the following academic year.

Students attending Whatcom Community College (WCC) but living on campus at WWU must sign a release form prior to occupancy that allows WWU staff to communicate with WCC about the student's grades, financial aid status, and registration status.

Special Interest Housing

Information about alcohol-free, quiet, and First Year Interest Groups (FIGS) and upper class quiet areas can be found at www.housing.wvu.edu in the Assignments area.

Housing Agreement

Your agreement reserves a room for you for the **entire academic year** or summer term. You will be charged a contract breakage penalty if you break your housing agreement. Extenuating circumstances that prevent you from fulfilling the term of your agreement may be appealed within 30 days of receiving the bill. Contact University Residences at (360)650-2950 to request an appeals form or visit the website at www.housing.wvu.edu.

Subletting your residence hall space or space in your assigned room is a violation of your agreement. If you have any questions about the agreement to which you are obligated, contact University Residences at x6565.

Room and Board/ Apartment Payments

Residence hall rates include room, board and all utilities including cable television and basic telephone service. Apartment rates include the apartment and all utilities including cable and basic telephone service. Refer to your rate sheet and payment schedule for the amount due each quarter. Rate sheets for all room and board, and apartment plans are available through University Residences, Edens Hall, and on their Website: www.housing.wvu.edu/financial/ratesheets/

Your quarterly payment for room and board or apartment rent is due and payable on or before the first day of class each quarter. Payments received after the posted deadline will incur a late fee. Each month you will receive an email billing notification via your WWU assigned internal e-mail account. Due to the Family Educational Rights and Privacy Act (FERPA) of 1974, WWU requires the permission of the student prior to the release of any account information to another party (e.g. parents) besides the student. For instructions on how to fill out an Information Release form, how to setup an Authorized Payer, or how to VIEW/PRINT/PAY your account, please access www.wvu.edu/ and click on the "Pay Tuition, Housing and Fees" icon. Use the "Important Forms" link to access the "Financial Release of Information" form. (Please note: at one step in this process you will need to log on to *web4u*, therefore, you will need your PIN number to complete the process.) You may also call the Student Accounts Office at 360-650-2865 if you have additional questions.

To Access Your Current Account Information

- Go to WWU Home page / Select "Pay Tuition, Housing and Fees" (upper right side of page) / Select "VIEW/PRINT/PAY Account Online" / Log into Web4U
- Call the Housing Cashier at (360) 650-3744 for your current balance. NOTE: It is important to have a Financial Release of Information form filled out for anyone other than yourself (including parents) that may be calling with inquiries regarding your account detail.
- Refer to the amount due on your Housing Rate Sheet.

Payment Options

- **On-line** – available 24 hours a day with immediate update to your student account. For instructions please go to WWU Home page / Select “Pay Tuition, Housing and Fees” (upper right side of page) / Select “VIEW/PRINT/PAY Account Online” / Log into Web4U
 - With Credit Card – we accept MasterCard, Discover, and American Express CREDIT. A 2.75% fee applies.
 - With E-check – no fee
- **In person** - at University Cashier (OM 245) or Housing Cashier (Edens Hall) – Hours 9am to 4pm, M-F.
 - Cash
 - Check (please include student number on check)
 - Debit Card - we accept Visa and MasterCard DEBIT. Credit cards are not accepted in person.
- **Drop box** – available 24 hours per day
 - Edens Hall – outside the administrative entrance (the side facing the Library).
- **By mail**
 - Check only (no cash) payable to WWU. Please write your student number on your check.
 - Enclose the billing statement or a note indicating it is payment for your student account balance. **Important:** Include BAR CODE portion of bill when mailing in your statement and check.
 - Mail check prior to the due date via U.S. Postal Service (do not use campus mail) to:

**WWU, Office of University Residences
516 High St.
Edens Hall, Suite 108
Bellingham, WA 98225-9195**

Please allow mailing time for your payment to reach WWU by the due date. Payments mailed, yet not received at WWU by the designated due date will receive a late fee.

Payment Dates

Your housing payment is due on or before the first day of class of each quarter.

Fall Quarter Housing Payment	September 26, 2007
Winter Quarter Housing Payment	January 8, 2008
Spring Quarter Housing Payment	April 1, 2008

Financial Aid

If you receive financial aid, please make sure your financial aid will apply to your account charges on or before the payment due date. You will be responsible for any remaining student account balances as of the due dates. If your aid is delayed, or if you require further financial assistance, contact the Student Financial Aid Office regarding loans and other resources.

UNIVERSITY RESIDENCES 2006-2007 ROOM & BOARD RATES

RESIDENCE HALLS	ROUNDED	FALL	WINTER	SPRING
Double Room w/ Platinum plan	\$7,479	\$2,842	\$2,468	\$2,169
Double Room w/ Gold plan	\$7,090	\$2,694	\$2,340	\$2,056
Double Room w/ Silver or 15 plan	\$6,982	\$2,653	\$2,304	\$2,025
Double Room w/ Bronze or 10 plan	\$6,768	\$2,572	\$2,233	\$1,963
Single Room w/ Platinum plan	\$8,266	\$3,141	\$2,728	\$2,397
Single Room w/ Gold plan	\$7,877	\$2,993	\$2,599	\$2,285
Single Room w/ Silver or 15 plan	\$7,769	\$2,952	\$2,564	\$2,253
Single Room w/ Bronze or 10 plan	\$7,555	\$2,871	\$2,493	\$2,191
Super Single Rm. w/ Platinum plan	\$8,715	\$3,312	\$2,876	\$2,527
Super Single Rm. w/ Gold plan	\$8,327	\$3,164	\$2,748	\$2,415
Super Single Rm. w/ Silver or 15 plan	\$8,218	\$3,123	\$2,712	\$2,383
Super Single Rm. w/ Bronze or 10 plan	\$8,005	\$3,042	\$2,642	\$2,321
Triple Room w/ Platinum Plan	\$6,521	\$2,478	\$2,152	\$1,891
Triple Room w/ Gold Plan	\$6,132	\$2,330	\$2,024	\$1,778
Triple Room with Silver or 15 plan	\$6,023	\$2,289	\$1,988	\$1,746
Triple Room with Bronze or 10 plan	\$5,810	\$2,208	\$1,917	\$1,685

BIRNAM WOOD APARTMENTS	ROUNDED	FALL	WINTER	SPRING
Double Room: 2 students in each room	\$2,433	\$811	\$811	\$811
Super Single: 1 student in each room	\$4,866	\$1,622	\$1,622	\$1,622
Family Rate: Entire apartment	\$9,732	\$3,244	\$3,244	\$3,244

Notes:

Fall Payments due September 26, 2007.

Winter Payments due January 8, 2008.

Spring Payments due April 1, 2008.

Rates shown reflect a 4.5% increase over 2006-07 Rates

Rates are subject to change by action of Western Washington University Board of Trustees.

The complete rate sheet will be available at: <http://housing.wvu.edu/financial/ratesheets/>

Business Appeals

If you disagree with the assessment of a charge against your housing account, contact University Residences (650-6565). If the matter is not resolved to your satisfaction, you may file a written appeal. The appeal form may be picked up at the University Residences Information Desk or Assignments Office (Edens Hall) or at www.housing.wvu.edu; the completed appeal form must be submitted to the Assignments Office. The appeal will be reviewed by the University Residences Appeals Board. Written appeals related to a specific action must be submitted to University Residences within thirty (30) calendar days of the action under appeal.

Delinquent Accounts

Late payments are subject to late fees. The WWU official late fee policy states: Failure to pay charges may result in late fees and/or cancellation of your registration. A quarterly **\$75 late payment fee** is applied for charges not paid by the deadline (reference Timetable of Classes for deadlines). A 1% interest charge will be assessed monthly on all past due accounts. The current amount due to the University on your online billing statement may be adjusted due to activity on your account after the billing date. You are responsible to pay all tuition, housing and fees on time. For a current account balance access Web for Students to View/Print/Pay your current balance.

Leaving During the Quarter/ Termination of Agreement

Room and board charges are computed from the day in which your contract begins through the day you check out. No billing adjustments are made the last five days of the quarter.

In the event the agreement is terminated, which must be made in accordance with its terms, you must pay for the time you have lived in the hall (checkout date is defined as the date when you turned your keys in), and you will be liable for liquidated damages of \$5.25 per day, not to exceed \$400. If you live in Birnam Wood, liquidated damages are \$2.67 per day, not to exceed \$200. Computation for refund and damages will be prorated through the day you officially check out of University Residences. Read your housing agreement for further information on liquidated damages.

You may be released from your residence hall/apartment agreement for the following reasons:

- | | |
|-----------------------------------|--------------------|
| 1. Documented medical problems | 3. Faculty action |
| 2. Withdrawal from the University | 4. Approved appeal |

*Final calculation of charges from room changes or cancellation will be based on the student financial system prorations of the term rates. Additionally, see page 24 regarding proration of flex points.

Dining Services

Western Washington University Dining Services (*dining.wvu.edu*) provides a wide variety of convenient, great tasting food. Our goal is to improve the quality of your daily life at WWU. If at any time we aren't meeting your needs, please let us know by asking for the dining manager on duty, by filling out a comment card, or by calling our main office at (360) 650-2970.

As an on-campus resident, you will most likely frequent one of our three Resident Dining locations for the majority of your meals (Fairhaven Commons, Ridgeway Commons or Viking Commons). Your meal plan allows you to eat meals at any one of these dining halls ~ whichever is most convenient. While you may tend to eat at the dining hall closest to where you live, we encourage students to try all three of our Resident Dining locations throughout the quarter. In addition to everyday meals, University Dining Services offers "special occasion" meals or theme meals throughout the academic year.

University Dining Services also operates cafés, espresso bars, and markets on campus where you can purchase snacks or meals using Flex Points, Munch Money, credit cards, or cash.

For the added benefit of on-campus residents, you will also find convenience markets located at Fairhaven Commons, Ridgeway Commons and Buchanan Towers. These markets are great for an after hours snack, or to save you a trip to the drug store.

For special events, University Catering is at your service. Many of our catering clients are students, student groups or University departments. Catering can be reached at (360) 650-3933 or at *catering.wvu.edu*.

Absences from the Hall

Room and board charges take into consideration occasional missed meals. Therefore refunds are not normally granted for missed meals. If, however, you are compelled to be out of Bellingham for five or more consecutive days, due to extenuating circumstances, you may arrange for a refund of food charges based on the current daily rate by contacting University Dining Services in writing in advance of your absence.

Missed Meals

When class field trips, class time, work, or occasional official school or residence hall events conflict with a meal time, a sack lunch can be provided. Contact your Dining Room Manager at least 24 hours in advance, or you may order a sack lunch online 48 hours in advance: *dining.wvu.edu/sack/*.

When you are mobility-impaired or too ill to eat your meal in a University Dining Room, contact your residence hall staff to request a sick tray.

If you are on a special diet for medical purposes and the necessary food is not provided by the regular menu, please contact the University Dietician at 650-3400 at the Student Health Center. Written doctor's instructions may be required.

Appropriate use of Your Western Card

Meal costs are predicated on the premise that you will be the only person using your meal plan. You may not loan your card to someone else. If students loan their card to others, food service costs increase. The expense for Dining Services operations is shared by all students; any increase in the cost will be passed along to you in the form of higher room and board rates.

Students who allow others to use their Western Card as a meal card will have their card confiscated and will be subject to university conduct proceedings. Students who use a card that is not their own will be subject to University conduct action and a fine of \$10 plus the cost of the meal(s) eaten.

Dining Room Expectations

The community nature of a university dining room is unique. Unlike most other eating situations, the atmosphere reflects elements of both home and restaurant dining environments. Students must respect the rights of, and cooperate with other diners in maintaining a clean and pleasant dining room atmosphere. Disruptive conduct will be referred to your Resident Director and will result in university conduct action.

Casual, comfortable attire may be worn at all regular meals served in University dining facilities. However, students without shirts, shoes or wearing only bathing suits will not be admitted to the dining rooms.

Unlimited seconds on all food items are available in each dining room. However, all food must be consumed in the dining room. No food may be removed from the dining room.

Guest Meals

Many meal plans include a limited number of guest meals. When these are not available, you may bring guests into the dining room at any time by paying the meal price to the cashier. These fees are to be paid to the checker upon entering the dining line. Munch Money, Flex Points, cash and credit cards are accepted; checks are not accepted.

These meal prices and hours are available in the dining commons or online at: *dining.wvu.edu/hours*

Lost Cards (see *Western Card*, page 58)

Meal Options

Because students have a wide variety of schedules and budgets for food, six flexible meal plans have been developed to accommodate your needs. Any student may add Munch Money to their dining account at the University Residences Cashier in Edens Hall or the University Cashier in Old Main 245 on business days between 9am – 4pm. Students may decrease from one meal plan to another no more than twice per quarter. (See schedule below).

You may increase (e.g., Silver to Gold) or make a lateral change (e.g., Silver to 15 Meal Plan) to your meal plan anytime. You may decrease your meal plan twice a quarter (for example, from Silver to Bronze), but only during specified dates.

Dates you may decrease your meal plan:

Fall Quarter 2007

September 23-28

October 22-26

Winter Quarter 2008

January 6-11

February 4-8

Spring Quarter 2008

March 31-April 4

April 28-May 2

Meal Plan/Flex Points

Flex Points are included with some meal plans. They allow students to buy amenities and food from any campus café, market, or resident dining facility. One Flex Point is the equivalent of \$1. Flex Points expire at the end of each quarter, are non-refundable and cannot be bought individually.

Please note that any or all Flex Points may be spent during any part of the quarter; however, for those students leaving early or decreasing their meal plan during the quarter, Flex Points are prorated. For example, if you leave halfway through the quarter, you are only allowed to spend half of your Flex Points. If you spend more than half of your Flex Points you will be billed for the additional amount spent. A detailed proration schedule is available at the University Residences Cashier (Edens Hall 108) or University Dining Services (Edens Hall 109). Guest meals and Bronze Meal Plan meals are also prorated.

For detailed information on meal plans and Flex Points, contact the Dining Services Office located in Edens Hall 109, or check our web pages: dining.wvu.edu/mealplan.

Final calculation of board plan charges will be based on the Student Financial System proration of the term rates.

Meal Schedule 2007-2008

Meals will be served in the dining rooms during the following dates:

Fall Quarter 2007

Dinner, September 23 - Lunch, November 21

Dinner, November 25 - Lunch, December 14

Winter Quarter 2008

Dinner, January 6 - Lunch, March 21

Spring Quarter 2008

Breakfast, March 31 - Lunch, June 13

Facilities and Services

University Residences provides facilities and services for your comfort and convenience. Residential facilities are intended for use solely by resident students and their guests. Unauthorized persons using any hall facility should be asked to leave and a staff person notified.

The University respects student rooms as places where privacy can be found and where control of the living environment is with the student. Students may use their assigned rooms in accordance with established law and University policy. Community areas of the residence hall include hallways, lounges and common bathrooms. They are shared by all residents, and are to be used within the framework of law and University policy.

Asbestos

Information for Residence Halls and Apartments

Asbestos is a naturally occurring mineral fiber that has been used extensively in construction and many other industries. The fibers are extremely durable and very resistant to destruction by heat or chemicals. Until 1978, many building codes mandated the use of various forms of asbestos for fire protection.

The majority (85 percent) of asbestos used in construction material is not friable (e.g., not crumbly). It is generally immobilized in strong binding materials, which do not readily release asbestos fibers into the air. Friable (crumbly, unstable) asbestos-including that used in insulation, troweled asbestos plaster and pipe lagging-is capable of releasing fibers upon disturbance. These friable materials constitute the greatest source of asbestos contamination in structures.

Due to potential health hazards, the Washington Labor and Industries Department of Health and Safety indicates that the permissible exposure limit (PEL) is 0.1 fiber of asbestos per cubic centimeter of air. To date, our air samples have indicated total fibers in the air of less than 0.1 fiber/cc.

What We Are Doing

A survey in residential buildings identified areas containing asbestos that could become airborne if damaged. These areas are periodically inspected to ensure the integrity of the asbestos-containing material.

University Residences and the University's Facilities Management Department have increased the level of staff training. In addition, Facilities Management has personnel certified to work with asbestos as well as to remove it.

If damage to an asbestos-containing material is noted, an inspection by certified staff will be made. If a possible fiber release has occurred, steps will be taken to repair and clean up the damage. If appropriate, fiber content in the air will be monitored. Our procedure may call for the temporary evacuation of an area while it is monitored and cleaned. This will occur to ensure human safety.

What You Can Do

Remember that asbestos-containing materials have been used in most buildings and homes constructed during the last 40 years, and release of asbestos fibers is a hazard that is preventable.

You can help us protect the safety of the residential environment by not tacking, nailing, screwing, drilling or sawing any of the building materials noted below and by being careful not to puncture the wrapping around any pipe. **You will be billed for the cost of any repairs, clean-up or abatement caused by the aforementioned.**

Report damaged material which you suspect contains asbestos by calling 650-3556 for immediate assistance. **Do not vacuum or try to clean up the debris yourself.**

All residence halls, with the exception of Edens, Highland, Sigma, and Omega, contain asbestos materials. Particular care must be taken to avoid damaging materials in the following areas:

Buchanan Towers

- ***The glue securing the plastic baseboard.*** Please report any damage to the plastic baseboard.
- ***The spray-on insulation under bathroom sinks.*** Please prevent stored items from scraping these surfaces. Report any insulation damage.
- ***Pipe-fitting insulation in locker storage rooms.*** Please do not puncture when storing items. Report any insulation damage.

Edens North

- ***The sprayed-on ceiling surfacing in the south-end lobby and lounges.*** Please do not screw, nail or tape items to the ceiling.
- ***The insulation on pipes exposed in the basement corridor and stairwell.*** Please report damaged insulation.

Fairhaven

- ***The bathroom pipes.*** Asbestos-insulated pipes are behind the bathroom walls. Pipes are accessible through a metal plate secured by a screw. Do not open the plate.

Ridgeway Beta and Gamma

- ***Ceiling surface in all residence hall rooms.*** Please do not screw, nail or tape items to the ceiling.
- Floor tile. Report damaged or loose tile immediately.

Ridgeway Alpha, Kappa

- ***Foil backing material in circular hallway lights.*** Report and avoid any damaged areas when replacing a light bulb.

Ridgeway Kappa

- ***Ceiling surface in the floor lounges.*** Please do not screw, nail or tape items to the ceiling surface. Report any ceiling damage.

If you have any questions, call the University Residences Facility Manager, at 650-3475. Also see www.housing.wvu.edu/facilities/ridgewayfixtures/may_contain_asbestos.php

Bathroom Cleaning Schedule

Bathrooms in residence halls are cleaned according to the following general guidelines:

- Floor bathrooms in Mathes, Nash, and Ridgeway Kappa daily Monday through Friday and Sundays.
- Floor bathrooms in Edens North and Ridgeway Alpha, Delta, Sigma, Omega daily Monday through Friday.
- Four and five person suite bathrooms once a week. Suites with three or fewer people are not cleaned.
- Eight and nine person suite bathrooms twice a week.
- Birnam Wood apartment bathrooms are not cleaned.

All schedules exclude cleaning on holidays. Bathrooms are fully stocked with toilet paper each Friday. Toilet paper is available at hall desks if supplies run low. Trash from student rooms should be disposed in building garbage dumpsters and not in bathroom waste cans.

The bathroom cleaning schedule is located at:

www.housing.wvu.edu/facilities/custodial/cleanbathroom.php

Beds

The beds in Mathes, Nash, Edens, Higginson, Highland, Alpha, Delta, Kappa, Omega, Sigma and Fairhaven can be assembled in several different ways. Additional parts for bunking and lofting will be checked out on opening day. Beds in Birnam Wood are a different, “tool free” style. The parts to bunk loft or captain beds in Birnam Wood are in your room; it is not necessary to check out any parts.

When you check out additional bed parts, you will sign a “Bed Accessory Agreement” which identifies the specific parts that you have checked out and their replacement costs. This Agreement also states your responsibilities associated with using and returning these bed parts. We suggest that you retain your copy of this signed Agreement for future reference.

Please contact staff regarding instructions for reconfiguring your bed.

Mattress Replacement

If a mattress is badly stained, torn or springs are broken, call x3556 to arrange for a time for it to be replaced. Everything will need to be removed from the bed prior to removal of the old mattress.

Barrier Free Beds

To configure your bed in the Barrier Free position, you will need bed parts labeled "Barrier Free." These parts are available in Edens and Fairhaven 1. If you need a Barrier Free bed in another location, contact Facilities at 650-3556 to make arrangements for a bed to be delivered to your location. Please refer to staff in Fairhaven or Edens, or call X3556 for assistance.

Bed Setup for Check-Out

You are responsible for returning the beds to the positions that they were in when you checked in. Return the bed parts that you checked out at the beginning of the year.

Check the list below to see how the beds should be set up in your room. Most beds are initially set up in the singles position.

Singles beds for check out

- The tall end will have the holes showing on top of the uprights and the short ends will be positioned so the holes in the legs are toward the floor.
- Horizontal slats on the bed ends will be near the top of the frame.
- Bed rails and bed deck will be about nine inches from the floor.
- Check that the metal rails hold the bed board between them and that the bed board does not move from side to side.

Singles

Edens North

Edens Hall

Fairhaven Residences 1-12

Higginson

Mathes

Nash

Ridgeway Alpha

Ridgeway Beta

Ridgeway Delta

Ridgeway Gamma

Ridgeway Kappa

Ridgeway Omega

Ridgeway Sigma

Bunks

- Buchanan Towers
- EH 213, 313, 413
- EN 150, 152, ,238, 250, 252, 342, 352, 438, 442
- FX 127, 128, 130, 138, 147, 226, 227, 228, 230, 238, 246, 247, 326, 327, 328, 330, 336, 346, 347, 426, 427,428, 430, 436, 436, 446, 447, 526, 527, 528, 530, 536, 546, 547, 626, 627,628,630, 638, 646, 647, 726, 727, 728, 730, 736, 746, 747, 826, 827, 836, 846, 847, 926, 927, 936, 946, 947, 1026, 1027, 1030, 1046, 1047, 1126, 1127, 1136, 1146, 1147, 1226, 1227, 1238, 1246, 1247
- MA 701
- NA 222, 223, 224, 225, 226, 227, 322, 323, 324, 325, 326, 327, 422, 423, 424, 425, 426, 427, 522, 523, 524, 525, 526, 527, 622; 623, 624, 625, 626, 627
- RA 122, 220, 317
- RD 101, 201 , 206, 216, 301, 311, 401, 411
- RK 211, 304 320, 404, 420, 421
- RO 101, 201, 215
- RS 101, 108, 209, 319, 325, 331, 411, 420

Lofts

Birnam Wood (all parts stay in the room as lofts, no ladders)

Leave two guardrails and a ladder in your room for the loft.

- BT 409, 509, 609, 709, 809
- EH 213, 313, 413
- EN 238 , 342, 352, 438, 442
- NA 222, 223, 224, 225, 226, 227, 322, 323, 324, 325, 326, 327, 422, 423, 424, 425, 426, 427, 522, 523, 524, 525, 526, 527, 622; 623, 624, 625, 626, 627
- RA 122, 220, 317
- RD 101, 201 , 206, 216, 301, 311, 401, 411
- RK 211, 304 320, 404, 420, 421
- RO 101, 201, 215
- RS 101, 108, 209, 319, 325, 331, 411, 420,

Check-in/Return your bed parts

Contact the area custodian to see what times are available to return parts and clear paperwork that you filled out when you checked out the parts. Do not leave parts at storage area door or in your room. You will be charged for them.

Barrier free parts are to be left in Edens Hall rooms 202, 204, 206, 208, 209, 211, 222, 223, 224, 225, 227 and 229.

Bed Safety

Plastic shoes (a cone shaped holder with a depression for the bed leg) are stable for use under beds that are not bunked or lofted. They are not provided by the University. Cinder or cement blocks are not safe. Cement blocks can break and cause injury. Do not put your bed on blocks. Please do not step on the metal rails of the beds. They will bend. Use a ladder or the bed end to enter or exit bunks or lofts.

Bus

Bus service through Western is provided by WTA and supported by the student transportation residence fee. Talk with Residence Life staff for more information.

Electrical Extension Cords and Power Strips

All power strips and extension cords must be UL (Underwriter Laboratory) approved and used only for their designed purposes and power loads. Residents are encouraged to use extension cords and power strips that sense leakage currents (such as Fire Shield®) and disconnect power when a fault is detected. This feature significantly reduces the potential for fire from cord fires, ground faults, surges and overloads.

Energy Conservation

The University Residences system pays for all utilities. These costs account for about 10% of your room and/or board rates. Conservation measures can result in a substantial savings to students through lower rates. To assist us in helping you, please remember:

1. Do not open the window when the room heat is on.
2. Turn off all appliances and lights when not in use.
3. Wash and dry full loads.
4. Take shorter showers (under 10 minutes).
5. Wear warmer clothes during cold weather.
6. Open blinds and curtains during cold days to take advantage of the sun; close them at night.
7. If your room is too hot or too cold, submit a maintenance request form.

Guest Housing

Western offers limited guest housing options throughout the academic year and summer session based on the availability of space. Please contact Conference and Guest Housing (x3537) for availability and rates. Guest Housing options during break periods are typically very limited and we have not been able to offer space to students during these times over the last several academic years. If you are interested in remaining on campus during the winter and spring break periods it is highly recommended that you reside in either Buchanan Towers or the Birnam Wood Apartments.

Heating

Each residence hall room has on/off control of the radiator. The following is a description of location and function in each hall. If you encounter problems, please refer to *"Repairs at a Glance"* on page 34-35.

Alpha, Delta, Kappa, Sigma, Omega - the heating system in these buildings consists of hot water pipes which run within the walls and floor. Note: wall-to-wall carpeting will inhibit room heating. The black knob located six feet up on the wall controls the heat, counter clockwise turns on. Some rooms do not have individual control.

Beta and Gamma - black knob on radiators, to turn on rotate counter clockwise. Note: placing benches in the bay windows inhibits the flow of heat and air in your room.

Buchanan Towers - black knob located within door flap on each base radiator, to turn on rotate counter clockwise.

Edens North - lever located on top of shelf adjacent to window, lever opens and closes vent.

Edens - white knob located behind panel on wall heater. One is the lowest setting and five the highest.

Fairhaven - black knob located on the right side of base radiator, to turn on rotate counter clockwise.

Higginson/Highland - yellow handle located under the desk, move the lever to the horizontal position to turn on.

Mathes - black knob located in bookcase, to turn on rotate counter clockwise.

Nash - brass knob located on the base board radiator under the windows, to turn on rotate counter clockwise one quarter turn.

Keys

Your room or apartment and entrance keys are your responsibility. If you misplace our key, you can temporarily check out a "lock-out" key from your hall's information desk. If this key is not returned within 48 hours, the staff will conclude that your key has been lost, and a "re-key" will be initiated (without further notification to you). This involves changing the lock and cutting/issuing new keys, as needed. You will be billed for the actual cost of the re-key, which depends on the lock and key type, and the number of keys that must be cut. The standard charge for a re-key in suites and apartments ranges from \$100 to \$150 for labor and keys. If your outside entry key is lost/needs to be replaced, you will be charged \$20 for the key and accompanying security costs (where applicable).

If a key becomes bent or broken, turn it in at your information desk. You will be charged the replacement cost which range between \$6 and \$15.

At the end of the term of occupancy, all keys issued to you must be returned to a residential staff

member or you will be charged for a re-key, plus \$35.00 for an improper checkout. **No key is to be duplicated under any circumstances. Keys may not be loaned or given to those not authorized to have them.**

See “Repairs at a Glance”, page 34, for further instructions.

Kitchenettes

Most residence halls are provided with kitchenette facilities to cook or prepare snacks. Students are responsible for their own clean-up.

Laundry

Facilities for washing, drying and ironing are available in each residence hall. Washers and dryers are card-operated and cost 75¢ for a wash and 50¢ for drying. Running times are 25 minutes for washers and approximately 45 minutes for dryers. Ironing boards are located in each residence, and you must supply your own iron. Use of laundry rooms is restricted to residents. Instructions to use the machines and laundry card are posted in each laundry room. Report mechanical difficulty with the washers and dryers promptly according to instructions posted in the laundry room. Please keep doors to the laundry rooms locked.

Each new resident will receive a laundry card upon check-in. Returning students will be expected to have kept their card from the prior quarter. If a student needs to purchase a new card or add onto their existing card, they may do so at any of the Add Value Station locations (Viking Commons, Ridgeway Commons first floor, Fairhaven Administrative Building first floor, and Birnam Wood Community Building). Value may be added onto the laundry card in \$5 increments. When purchasing a new card, the Add Value Station will deduct \$2 for the replacement card and will add the remaining value onto the card.

Refunds for students not returning to on-campus housing may be requested from the University Residences Cashier for amounts of three dollars or greater remaining on the card.

Lock-Outs

You are issued a key for your room. Lock your door and carry this key with you at all times. If you lock yourself out you need to wait until your roommate returns or until an on-duty staff member is available. Lockout keys are for emergency purposes only and must be returned within 48 hours to avoid being charged to re-key the room/apartment. If you repeatedly lock yourself out of your room, you will be subject to disciplinary action. Custodial staff are not authorized to allow students access to their rooms.

Lighting

Student provided lighting must be UL approved. Halogen lights over 300 watts are not recommended due to the fire hazard they may pose. Return burned out halogen and fluorescent light bulbs to your residence hall front desk.

Lost and Found

If you think you may have left something behind in your room at check out, contact Facilities at 650-3556. Facilities will notify you if the item has been found for you to claim.

A \$35 fee will be charged to retrieve an item from Lost and Found. Payment must be made at the housing cashier Monday through Friday 9 a.m. to 4 p.m. Present the receipt to Facilities in Edens Hall, Suite 119. If the item is not retrieved shortly after check out and stays in our possession during the summer there will be an additional charge of \$50 for storage.

Items left for more than one calendar year will be surplus or disposed of.

Mail

In order to expedite mail delivery, University Residences recommends that you use the following format when giving friends and family your address. The zip code to use is 98225 and commas are not necessary.

Sample residence hall address:

Sally Doe
559 Mathes Hall
Western Washington University
Bellingham WA 98225

Birnam Wood has its own street address. Address mail in the following manner:

Sally Doe
2901 Bill McDonald Parkway Apt 210
Bellingham WA 98225

Maintenance Service

Although every effort is made to maintain physical facilities in as good a condition as possible, fixtures and furnishings will occasionally need repair.

See pages 34–35 for “Repairs-at-a Glance”

DO NOT attempt repairs yourself. This includes using drain cleaner to unclog a drain. You may cause further damage, or create a hazardous condition for the maintenance staff who are trained and equipped to make all repairs. Additional charges that are required as a result of a student attempt to make a repair will be billed to the student.

Repairs at a Glance

ITEM	ISSUE(S)	INSTRUCTIONS FOR INITIATING REQUEST
Cable TV	<ul style="list-style-type: none"> • signal/reception problems • broken CATV jack 	Call ResTek at x2946 or email: info@restek.wvu.edu . Be sure that you have done some initial troubleshooting to check that your TV, VCR, or DVD player is programmed properly to receive the CATV signal.
Custodial		Contact your in-hall Custodial staff for routine needs. For after-hours emergency Custodial needs, contact your on-duty Resident Advisor.
Keys/Locks	<ul style="list-style-type: none"> • locked out of room, but know location of key 	1) Wait until your roommate returns or check with Information Desk or on-duty Residence Life staff member (<i>*see staff schedule, bottom of page 29.</i>) 2) If your building staff is not available, call WWU Public Safety at x3555.
	<ul style="list-style-type: none"> • key is lost/missing 	Check out the Lockout Key from your hall Information Desk for up to 48 hours. If you are sure the key is LOST, a rekey will be ordered right away. The room will automatically be rekeyed if the Lockout Key is not returned within 48 hours.
	<ul style="list-style-type: none"> • bent or broken key 	Check out the Lockout Key from your hall Information Desk. A replacement key will be cut and issued to you within a few days (<i>at which time you return the Lockout Key</i>).
	<ul style="list-style-type: none"> • lock is not working 	FIRST, try your roommate's key or the Lockout key to pinpoint whether the problem is the lock or the key. If it is the key, follow the bent key procedure noted above. If you are certain that the problem is with the lock (no keys work) report the problem to the dispatcher at Public Safety, x3555. They will page a campus locksmith, if necessary.
Internet Connection	<ul style="list-style-type: none"> • connection issues • broken data (orange) jack 	Call ResTek at x2946 or send e-mail to info@restek.wvu.edu
Laundry Machines	<ul style="list-style-type: none"> • washers, dryers, add-value card stations 	Call (800) 365-9323. Identify machine by its WEB # (stamped on front of machine.)
Light Bulbs	<ul style="list-style-type: none"> • replacement bulbs 	Replacement light bulbs (incandescent light bulbs for all buildings except BW; compact flourescents for dressing rooms at Beta/Gamma) are available at your Information Desk.

ITEM	ISSUE(S)	INSTRUCTIONS FOR INITIATING REQUEST
Mattress	<ul style="list-style-type: none"> request replacement of an unacceptable mattress 	Complete and submit a Maintenance Request Form which is located in a small rack near your Information Desk.
Repairs & Maintenance	<p>ROUTINE <i>Examples - dripping faucet (but not enough volume to cause flooding), clogged toilet when others are available in the vicinity, slow draining shower or bathtub (partially clogged, but still drains), burned out fluorescent light bulb, squeaky door hinge, paint touch-up request, furniture repair</i></p> <p>URGENT <i>Examples - no electricity, broken window, elevator out of service, beeping smoke detector, no building heat to room and room is too cold, flooding, clogged drain or toilet and other fixtures are not available, broken light bulb in a Ridgeway hallway if fixture contains asbestos (Fixtures with red stickers have asbestos those with a green sticker do not. Fixtures with anything other than metal behind the bulb may contain asbestos.), any other condition where there is an immediate threat to safety or security.</i></p>	<p>Complete and submit a Maintenance Request Form. These are picked up at least once a day. Repair response time is quick for most items.</p> <p><i>If you are experiencing a chronic, ongoing problem with a routine repair, contact University Residences Facilities at x3556.</i></p> <p>Call Facilities Management Work Control Center x3420 during normal working hours (8:00 a.m.–5:00 p.m., M-F). If they determine that the repair is not urgent, they will ask you to submit a Maintenance Request Form. For URGENT repairs after normal working hours, contact your on-duty Resident Advisor. He/she will contact the on-call Resident Director who will call in the appropriate personnel to address the repair.</p> <p>Pests (e.g., rodents and insects) do not constitute an emergency, but may be phoned in to x3420 during normal working hours. After-hours pest control services are restricted to extreme situations.</p>
Telephone Service	<ul style="list-style-type: none"> no dial tone other phone service issues 	Call x3131 8:00 a.m.–5:00 p.m., M-F
Vending Machines	<ul style="list-style-type: none"> report a needed repair request a refund 	University Cashier (OM 245) or University Residences Cashier (Edens Hall 108), 9:00 a.m.–4:00 p.m., M-F

STAFF SCHEDULE

Information Desk Hours	1:00 p.m. - 10:00 p.m.	7 days per week
RA "on duty" schedule	7:00 p.m. - 7:00 a.m.	weekdays; 24 hours on weekend
No in-hall staff available; call Public Safety for assistance	7:00 a.m. - 1:00 p.m.	weekdays

Parking

Permits are required for all vehicles parked on campus. Motorized vehicles must be parked in lots and not in public areas, student rooms, landscaped areas or beside buildings. Apply for permits at Parking and Transportation Services. If you have a permit, and you move from one community to another, or move off campus, you must notify Parking & Transportation Services.

Illegal parking is punishable by a fine. Those parking illegally or failing to pay a fine may have their vehicle towed away.

Visitor parking is available in metered lots throughout campus. During the week, if these lots are full, a special permit may be obtained from Parking and Transportation to park in a restricted parking area. Only off-campus visitors may park in metered lots. On weekends and official holidays, all parking lots, except those belonging to residence halls and on-campus apartments, may be used without a permit. Reserved and handicapped areas are enforced at all times. Direct all questions to Parking and Transportation (x2945).

Phone Information

Telecommunications Services, in coordination with University Residences, provides local phone service to all residence hall rooms and apartments. Features include, at no extra cost, call waiting, call waiting deactivation, call waiting reactivation, call forward, call transfer, ring again, last number redial, and three party conference. Voice mail is also available for a minimal charge. Residents are responsible for providing their own prepaid phone card or calling card to place long distance calls. Residents are responsible for providing their own touch tone phone instruments.

For service problems and information contact Telecommunications, x3131, messages can be left on voice mail 24 hours a day, seven days a week or visit the webpage at www.acadweb.wvu.edu/telecom/.

Phone Number

A resident arriving Fall quarter receives his/her phone number in the mail with the housing assignment information. Residents checking in Winter, Spring, or Summer will receive their phone number with the room assignment at check-in. The phone number stays with the room/apartment, and therefore will not travel with a resident when he/she transfers to another room or moves off campus. Students phone numbers begin with the 788 prefix, administrative numbers begin with 650 prefix, both in the 360 area code. On campus dialing is the last 4 digits of the telephone number.

Confidential Status

You may request that your records be put on confidential status. This would prevent your phone numbers from being published in the Campus Directory or given out from any University office, including the campus operator. Call the Registrar's Office, x3430 for more information.

Caller ID

Caller ID is available. You will need to buy your own caller ID box and connect it to your phone line.

The *69 feature is not available. This feature does not work with our type of phone system.

If you have our voicemail and someone leaves a message you can retrieve the number by dialing a "72" anytime during the message and you will receive the number of the person that called you.

On an outgoing phone call your phone number will appear, with the name "Western Washington University". You may block your number from being seen by dialing "*67" prior to the phone number (off campus calling only). Your call will show as "Private Caller".

Voice Mail

Voice mail connects residents to the University wide voice mail system. In addition to functioning as an answering machine, messages may be stored, forwarded to friends, or sent with a confirmation of receipt. You may forward the phone to voice mail so that all incoming calls will be directed to the mail box without ringing the phone.

Voice mail is available to each residence hall phone line for just \$12, plus tax per quarter. Roommates can share the voice mail, however, the University can only bill one student per room. Your voice mail billing conveniently appears on your University student account. Please contact Telecommunications at x3131 or complete the voicemail form on-line at www.acadweb.wvu.edu/telecom/ to set up your voice mail service. Your service should be connected the next business workday.

To begin using your new voice mail service, follow the directions to initialize your mailbox. Similar to an answering machine, voice mail will answer after the fourth ring. Call Waiting interacts with voice mail. If the call waiting beep is ignored, your incoming call will automatically go to your voice mailbox. Your voice mailbox has a 20 minute maximum threshold. Read messages will be automatically deleted after seven days. For more information and assistance, contact Telecommunications (x3131), or visit the website at www.acadweb.wvu.edu/telecom/. Instructions on how to use your voice mail can also be listened to by dialing x7077.

Long Distance

You are responsible for providing your own prepaid phone card or calling card that uses a toll free number to place long distance calls. 1010 access numbers will not work. You may NOT connect a long distance carrier to your room number.

Third party billed and collect calls can not be accepted at residence hall/apartment phones.

Second Phone Line

All buildings with the exception of Higginson.

These buildings have additional jack(s) in each room/apartment. Jack A will automatically be activated with the phone number for the room/apartment. Questions about activating the additional jack(s)

should be directed to Telecommunications, x3131. The charge is \$ \$41.25 plus tax per quarter for a second phone line.

Problems and Repairs

Questions regarding the use of voice mail, local dialing or phone line features should be directed to Telecommunications, x3131. Report broken phone jacks to Telecommunications, x3131, not Facilities Management. Report broken data jacks (orange) to ResTek, x2946. Messages can be left on voice mail 24 hours a day, seven days a week.

ON-CAMPUS

Dialing Instructions

Use only the four digit extension. This applies to all residence hall rooms/apartments, university offices, staff, and faculty numbers.

LOCAL Prefixes

201, 220, 223, 224, 255, 296, 303, 305, 306, 312, 318, 319, 325, 332, 354, 366, 371, 380, 383, 384, 389, 392, 393, 398, 410, 441, 483, 510, 526, 527, 543, 592, 594, 595, 599, 603, 617, 647, 650, 656, 671, 676, 684, 685, 714, 715, 733, 734, 738, 739, 746, 752, 756, 758, 778, 788, 812, 815, 820, 920, 922, 927, 933, 935, 937, 961, 966, , and 988.

Dial 9 + seven digit number.

LONG DISTANCE, INTERNATIONAL, DIRECTORY ASSISTANCE CALLS

Use a calling card and follow instructions for placing a toll free call.

TOLL FREE CALLS (800, 888, 855, 866, 877)

Dial 8 + 1 + toll free number.

DIRECTORY ASSISTANCE

On campus directory assistance x3000

Off campus directory assistance - Use a calling card and follow instructions for placing a toll free call.

OPERATOR ASSISTED CALLS

8 + 1 + 0 + 0, follow prompts.

You may not accept COLLECT CALLS or bill THIRD NUMBER CALLS to your extension.

EMERGENCY

x3911 or 911

Residence Hall/Apartment Phones

Basic Features

CALL FORWARD

campus extensions only

... forwards incoming calls to another number.

To activate:

- lift the handset
- press the # key and then 1, then dial the four digit phone number where calls are to be forwarded
- hang up

to cancel:

- lift the handset
- press the # key and then 7
- you will hear three short tones
- hang up

NOTE: Pause at least four seconds before placing your next call.

CALL TRANSFER

campus extensions only

... send a call to someone else on campus.

- press and release hookswitch to put first call on hold
- listen for three short tones
- dial second phone number campus extensions only
- announce first call to second call in privacy
- hang up and the first call is connected to the second call

The Hookswitch is used to disconnect a call or place a call on a temporary hold. It can be a button, flash key, link or switch depending upon the type of phone.

CALL WAITING

... ability to switch between two incoming calls.

- when you hear two beeping tones press and release the hookswitch
- the first call is on hold and you are connected with the second call
- you may continue to press and release the hookswitch to switch between both calls

CALL WAITING DEACTIVATION

... deactivate your call waiting

- lift handset
- dial *70
- hear confirmation tone
- hang up

CALL WAITING REACTIVATION

... reactivate your call waiting

- lift handset
- dial *71
- hear confirmation tone
- hang up

LAST NUMBER REDIAL

... redials the last number you dialed.

- lift handset and listen for dial tone
- dial *177

RING AGAIN

campus extensions only

... if you reach a busy signal, ring again will notify you when that line is free.

to activate:

- press and release the hookswitch after receiving the busy signal
- dial *11
- listen for confirmation tone
- hang up
- when the busy party has ended the call, your phone begins fast ringing.
- lift handset within 6 seconds and you will be connected

to cancel:

- pick up handset and dial *12

STORE/REDIAL

to store a number:

- after receiving a busy signal press and release the hookswitch
- listen for three short tones
- dial *178

... the telephone number just dialed is now stored.

to redial a stored number:

- lift handset
 - dial *179
- ... the stored number is dialed.

THREE-PARTY CONFERENCE

... during an existing call you may conference with a third party.

- press and release the hookswitch to put first call on hold
- listen for three short tones
- dial second phone number
- press and release hookswitch again

... the first and second call are conferenced together with you.

Having trouble with your phone? Here are some steps to take before calling Telecommunications, x3131.

Phone doesn't ring:

- Check that the ringer switch on your phone is turned on. If you have a cordless phone, make sure it's fully charged.
- Check that your phone is plugged in and the phone is turned on.
- Try another phone in your jack, and your phone in another jack. Report a broken jack to Telecommunications, x3131.
- Clear call forwarding. Lift up the handset, press the # key and 7, wait for three short tones, then hang up.

Friends complain that your number is always busy and yet you haven't been on the phone, or they receive a dial tone, or get someone else's room.

- Clear call forwarding. Lift up the handset, press the # key and 7, wait for three short tones, then hang up.

Cannot access service that requires tone dialing.

- Check to make sure your phone is tone instead of pulse.

When dialing an off campus number you are connected with someone on campus:

- Remember to dial 9 before dialing a local phone number.
- Remember to dial 8 + 1 before dialing a toll free phone number.
(Example: 8 + 1 + 800.)

Exterior Courtesy Telephones

Exterior courtesy phones are located by the entrances to all residential buildings. Instructions for use are posted by each phone. **These phones are not designed to receive on or off campus incoming calls - they are for on campus only outgoing calls.**

- With touch pad you can dial any 4-digit campus extension.

- Red EMERGENCY button automatically connects you with University Police.
- Phones are provided for guests to call residents in locked buildings.

Report courtesy phone problems to Telecommunications by calling x3131.

Campus Emergency Phones:

Located in remote areas of the campus such as parking lots, and at other convenient places.

- Phones are identified by large yellow signs and blue lights.
- Phones are in bright yellow boxes.
- Open door and press red button to connect with University Police.
- Phones are provided for reporting problems, suspicious activity or otherwise requesting emergency assistance; and for requesting a personal safety escort.

Recreation Equipment

Most residential buildings have recreation equipment such as pianos, pool tables, table tennis, stereos, television sets and VCRs. Ask a residential staff member in your building about the location of this equipment and its proper use.

Recycling

Students, faculty and staff of the University are encouraged to recycle any and all materials that are recyclable. Materials for which recycling facilities exist on the campus are newspapers, aluminum, plastics, cardboard, and glass. University recycling is provided by the Associated Students Recycle Center.

Residential areas are all provided with recycling depots located close to garbage dumpsters. Depots have identified space for the recyclables listed above. Students are encouraged to separate recyclable materials from garbage and deposit each in its respective area. Do not use recycling depots for garbage deposits. There are no recycle depots inside University Residence buildings due to health and safety restrictions.

For information on the recycling program or for assistance regarding recycling pick ups, call x3088.

Refrigerators/Microfridges

University Residences has a limited number of small refrigerators and microfridge units (combination refrigerator/freezer/microwave) for rent on a first come, first serve basis, for the academic year (refrigerators at \$25 per academic year and microfridge units at \$125 per academic year.) At the time of rental, you will receive rental contract information that will give you detailed information on how to clean the unit and where to return it. If you check out of the University Residences system prior to the end of spring quarter, check the information listed under the refrigerator/microfridge section in your check-out information. Failure to return it could result in charge for a replacement refrigerator or microfridge. Direct any questions to the University Residences Cashier, x3744.

Birnam Wood apartments, Buchanan Towers suites and miscellaneous other locations come equipped with full-size refrigerators. The newer ones are frost-free and should not require any special attention. Some of the older refrigerators are NOT frost-free. These will tend to frost up occasionally and will need to be manually defrosted. They will not operate efficiently when there is a sufficient amount of ice buildup.

Sharp objects must not be used to assist in the defrosting process! Unplug the refrigerator and apply warm water to expedite the defrosting. Sharp objects are likely to puncture the refrigerant lines that will ruin the refrigerator. The responsible party will be charged for the replacement.

ResTek Program (Residential Technology Services)

Overview

Residential Technology Services (ResTek) is a program of the Office of University Residences. The ResTek Program provides education and support to on-campus residents in their use of technology.

The ResTek staff is composed of WWU students who have been trained to assist residents with their technology needs via phone, email, and room visits. Throughout the year, ResTek consultants are readily available to assist you with virus and spyware infections, safe Internet habits, and other computer troubles as they relate to your connection to the Internet. Our goal is to provide guidance so you gain knowledge and confidence in maintaining your own computer. We are unable to assist students with printers, re-installing hard drives, or other hardware problems that students may encounter. We have a list of local computer vendors that may be able to assist when these types of problems arise.

ResTek Quick Reference Guide

Phone	650-2946
Email	<i>info@restek.wvu.edu</i>
Website	<i>www.restek.wvu.edu</i>
My Stats	<i>www.restek.wvu.edu/mystats</i> See your bandwidth usage, registered IPs, and status of your requests for assistance ("tickets")
Instruction Sheets	<i>http://www.restek.wvu.edu/how-to</i> how-to guides
Mail Server (POP3, SMTP, IMAP)	incoming: mail.cc.wvu.edu Port 993 outgoing: mail.cc.wvu.edu Port 25

For more information on setting up a third party mail client, contact ResTek at x2946.

Getting Online - Ethernet Connection

All residence halls have Ethernet connections. The Ethernet jacks are live and ready for you to use once you move in. To use the Ethernet connection, you need an Ethernet cord (Cat-5 also referred to as a RJ-45 cable), and an Ethernet card installed in your computer. Your computer must pass our network registration system, which requires that your computer have an up-to-date virus scanner and the latest security updates from Microsoft.

To connect, follow these steps:

1. Turn your computer off.
2. Connect one end of the Ethernet cable to Ethernet port on your computer.
3. Connect the other end of the Ethernet cable to the orange Ethernet jack in the wall. NOTE: Ethernet wall jacks are orange, and phone jacks are white.
4. Turn on your computer.
5. Open your web browser. Type in "<http://register.restek.wvu.edu>"
 - If you get the Network Registration page, you may now register your computer to use on our network. Additional information about Network Registration is located in the "Network Registration" section.
 - If you get an error saying "The Page Cannot be Displayed" follow the Connection Troubleshooting instructions on the next few pages.

Troubleshooting: (For Windows XP)

If you are unable to see the Registration screen, follow these steps to configure your computer to use our network:

- 1. ENABLE ETHERNET CARD** - Go to Start > Control Panel > Network and Internet Connections > Network connections. Check that the Local Area Connection is enabled. If it says "disabled", right-click Local Area Connection and select "enable."
- 2. TCP/IP PROPERTIES** - Right-click "Local Area Connection" and select "Properties". Highlight "Internet Protocol TCP/IP" and click "Properties". Check that both "Obtain an IP address automatically" and "Obtain DNS server address automatically" are selected. Click "OK" to save settings and exit TCP/IP Properties Window. Click "OK" to close "Local Area Connection Properties" window.
- 3. RELEASE/RENEW IP** - Go to Start > Control Panel > Network and Internet Connections > Internet Connections > Local Area Connection. Click on the "Support" tab. Click the "Repair" button to release and renew your IP. **What does your IP start with?**

66.165 Your computer is registered on our network and you should now have an active Internet connection. Try restarting your computer. If you still have difficulties accessing the Internet, contact ResTek.

10.242 Your computer has a temporary, unregistered IP. Open your web browser and you should get the ResTek Network Registration page. If you can't access it, please contact ResTek.

192.168 Further troubleshooting is needed. Please contact ResTek.

169.xxx Your computer is not connected. Check that your Ethernet cable is securely plugged in to the computer and in the wall. Also, try plugging in to a different Ethernet jack in your room. Ethernet cables may be damaged even if they are new. Borrow the Ethernet cable from someone who has a working connection. If none of these suggestions resolve your problem, contact ResTek.

Network Registration

Network registration is an online program that identifies you as the owner of your computer on the network. All residents that wish to use the Ethernet connection must complete network registration. Network registration allows ResTek to monitor bandwidth usage in the residence halls, and to notify students if their computer is infected with a virus. ResTek monitors the quantity, not the content, of information that is sent from your computer.

As part of the network registration process, each resident must show that their computer is running a current virus scanner that has the most recent updates. ResTek has developed a program called ResTek Security Detector to automate this process. When you download and run the ResTek Security Detector program, your computer will be checked for a virus scanner and Windows Updates. This information will be sent over the network to ResTek by the software.

ResTek Security Detector will send ResTek only the following information about your computer:

- What version of Windows/Mac you're running
- What type of virus scanner you have installed
- The virus definitions you have installed. This indicates if your virus scanner is fully updated.
- Any Windows Updates you don't have installed.

ResTek will not collect any other information about your computer, and we will only use the information we collect to verify that your computer is secure and complies with our security policies.

If you do not pass, reload the registration screens to receive a detailed explanation of why your computer failed, as well as the steps you need to take to fix the problem. The screens you see are tailored to the results of your ResTek Security Detector scan.

You can run the ResTek Security Detector as many times as you want until you pass. If you pass the security checks, you will be allowed to register immediately, by providing your name and student number as it appears on your Western Card.

The registration process works for computers only. Routers and gaming boxes require additional steps. Instructions for setting up these devices on the network are available on our website at <http://www.restek.wvu.edu/how-to>.

Residence Hall Computer Labs and Single Stations

Residence Hall computer labs contain both Windows XP and Macintosh computers that are connected to the Internet, as well as a printer stocked with paper available for your use. Single station computers located in study areas and small lounges within several residence halls are connected to the Internet, but do not have a printer connected to them. Each computer has the Microsoft Office suite, web browsers, multi-media players, and file transfer software. iMac multimedia stations with color scanners are available in Ridgeway and Fairhaven Common computer labs. All computers require you to log-in with your MyWestern username and password. You may also print to the residence hall labs from the comfort of your room using a system called iPrint. Please see <http://restek.wvu.edu/other/print> for instructions. Note: iPrint may not be available for all systems.

Residence Hall Computer Lab Hours

Computers located inside the residence halls are available 24/7 while class is in session, with the following exceptions:

- The Fairhaven and Ridgeway Commons labs are open 24/7, but the buildings close at 11p.
- The Matthes, Nash, and Higginson labs are also open 24/7, but you have to be inside the building to get to the lab.
- All labs are closed during winter, spring and summer breaks.

COMPUTER LAB LOCATIONS

NORTH CAMPUS	Higginson	room 261	x7673
	Mathes	room 913	x6456
	Nash	room 740	x2860
	*Edens North	4th floor	
SOUTH CAMPUS	Fairhaven Commons	room 107	x3607
	*Buchanan Towers	1st floor	
	*Birnam Wood	Community Building	
RIDGEWAY	Commons	room 114	x6899
	*Alpha	3rd floor	
	*Beta	2nd floor	
	*Gamma	2nd floor	
	*Delta	2nd floor	
	*Kappa	1st floor	
	*Omega	3rd floor	
	*Sigma	2nd floor	

** indicates a single station*

Responsible Use of Computers

See “Policies and Procedures” on page 63 for the Responsible Use Policy that all WWU students must follow.

WWU Campus Technology - Where to go for help

ResTek

x2946 / info@restek.wvu.edu / www.restek.wvu.edu

- Virus prevention/removal
- Spyware removal
- Internet troubleshooting
- Cable TV troubleshooting
- Residential computer labs

ATUS

x3333 / helpdesk@wwu.edu / www.wwu.edu/atus / Haggard Hall 123

- MyWestern email account and password
- Blackboard
- U:\Drive and MyFiles
- Universal Login
- Campus computer labs

Student Technology Center

x4300 / techcenter@wwu.edu / Haggard Hall 121

- Tutoring in one-on-one or group settings
- Workshops and tutorials
- Microsoft Office, Adobe products, digital video editing, website creation
- Scanning
- CD and DVD burning
- Limited FREE color printing and large format printing

Create your MyWestern Account

As a registered student at Western, you should access MyWestern, which provides you with a number of technology resources to enhance your academic experience. Email to this account is considered an official form of communication by the university.

Detailed, step-by-step instructions are available from the ATUS website, www.wwu.edu/atus/helpdesk/. If you encounter difficulties with your email account name or password contact Academic Technology User Services (ATUS), Haggard Hall 123, x3333.

Rooms

Most rooms in the university residence halls have been designed to accommodate two students. All rooms are furnished except for linen. Cleaning equipment and vacuum cleaners are available for your use in each residence hall and apartment. Contact residential staff for details. Apartment residents are expected to provide their own cleaning supplies. If your room or apartment is in need of repair, please fill out a Maintenance Request Form (available at your hall desk). Furniture provided by the University must remain in your room.

Single Rooms

A small number of rooms designed for single occupancy are available in many of our residence halls, at a slightly higher cost. During the course of the academic year, regular double rooms may become available as super-singles, at an additional cost. Super-singles are offered based upon space and priority.

Sports Courts

Sports courts located in Fairhaven, North Campus and the Ridgeway area are open from 9:30 a.m. - 11 p.m. daily. They are closed at all other times.

Telephones *(see Phones, page 36)*

TV/FM Cable

Standard cable television service is provided to each residential unit at no extra charge. The service is delivered by Comcast. TV's must be cable-ready to receive available stations. The hardware necessary to connect your appliance to the cable outlet to receive standard cable television service may be purchased at the campus bookstore. Comcast's digital cable offerings, premium channels (HBO, Showtime, Starz, etc), and "on-demand" programming" are available for an additional fee through Comcast. Additional equipment will be needed to receive these digital services. See marketing materials provided at move-in for more information. If you have problems with cable TV reception, fill out a repair request form. External aerials or antennae are not allowed.

Vending Machines

Snack and Beverage vending machines are operated under contract by local vendors for the University. For refunds, see the University Cashier (Old Main 245) or the University Residences Cashier (Edens Hall 108) 9am - 4pm, Monday - Friday. Your Western Card copy card funds may be used at some campus vending machines. *(See Western Card)*.

Western Card

The Western Card serves as the official identification and transaction card for all WWU students, faculty, and staff. Use your card to check out books from the libraries, eat at the dining halls and on-campus eateries and as a debit card for copy and vending machines. After registering for classes, you may pick up your card by bringing valid photo ID to the Western Card Office. If your card is ever lost or stolen, contact the Western Card Office immediately for a replacement. Keep your card for the duration of the time you are enrolled at Western.

The Western Card is a library card, a meal card, a Rec Center card, and a copy/vending card.

The Western Card includes:

- A barcode. The barcode is necessary to check out materials from the library.
- An identification number. The identification number for students is the student number. (ex. W00999999)
- A photo of you.
- A valid thru date. Update your card each year at the Western Card office.
- A debit stripe. The thin stripe is accepted at on-campus copy machines and some vending machines. Add money to this stripe via the copy machines. Since the money is electronically encoded on to the stripe, if lost, the value on the stripe is also lost. It is recommended that no more than \$5 is added to the stripe at one time.
- An account stripe. The thick stripe is accepted at on-campus eateries and dining halls. Meal plans and Munch Money accounts, as well as the Wade King Student Recreation Center, are accessed through the thick stripe. Your identification number is encoded on this stripe.

Take Care of your Western Card:

- Do not punch holes in the card.
- Do not expose to the sun or magnetic fields.
- Do not place stripe-to-stripe with other magnetic stripes (e.g. credit cards, ATM cards, etc.). The Western Card may demagnetize other cards.
- Do not wash, bend, fold or otherwise abuse the card.
- Carrying the card in pants pocket may cause the card to break.
- Do not lose it.
- The card is issued to the individual named on the reverse side and is not transferable. The card becomes invalid upon the issuance of a new card, or termination of affiliation with the university and is property of Western Washington University.
- Do not loan your card to anyone.

For information on board plans and using your Western Card see "Appropriate use of Western Card" on page 23.

If your Western Card is stolen or lost:

- A replacement card may be purchased (\$8) at the Western Card Office. Photo identification is required.
- Temporary arrangements can be made through the individual services, but are only valid for a short period of time. For library services see the Circulation Desk at Wilson Library. For a temporary meal card see the Dining Hall staff (Viking Commons, Ridgeway Commons, or Fairhaven Commons).

Additional Resources

- For questions about library borrowing privileges see Wilson Library Circulation Desk, Wilson Library, Ground floor, x3084.
- To sign up for a meal plan, contact University Residences, x6565, or come into our office in Edens Hall. To purchase Munch Money, see the University Residences Cashier in Edens Hall or the University Cashier in Old Main 245.
- Report copy machine problems to Copy Services, x3545.
- Western Card Office: Edens Hall, Suite 108, x7414. Monday-Friday, 9 a.m.-4 p.m.

Windows/Window Coverings

Drapes and Blinds

Draperies or blinds are provided in student rooms. Only one type of window covering is provided in a room. Requests for drapery cleaning in a small area are evaluated and arranged by the Custodial Manager. The Design Office arranges building-wide drapery cleaning.

In rooms with window blinds, knotting cords of horizontal blinds will cause the cords to become twisted in the mechanisms. Custodial staff will test the operation of the blinds at check out. If the cords are knotted, broken or twisted causing poor operation the student may be billed for a replacement blind. Restrung blinds is generally more expensive than replacing them.

Bay Windows

Beta/Gamma

Leaning on the windows in your room is dangerous. Placement of boards across the bay window in your room inhibits the circulation of air and heat and may cause the room to be hotter or colder than desirable. Remove boards or window seats when not in use.

Screens

Window screens are provided when a resident provides a documented medical condition. Conditions for flying insect infestations are not present for most of the year, and historically have not been severe. Additionally, screens installed on the bay side of Mathes and Nash are subject to damage by seagulls. Questions should be directed to your Resident Director.

Stops

Stops are installed on windows in many buildings to prevent the window from giving way completely when it is leaned on. In Mathes window stops prevent pivoting windows from breaking the drapery rods in the rooms.

Safety

For maximum safety, windows should be secured or closed while sleeping and while the room is vacant.

Living With Your Roommate

One of the most important people in your University experience is your roommate. He or she can be the source of either deep friendship or chronic aggravation, depending on the relationship you form. Having a good relationship with your roommate takes effort. Just as you are partially responsible for the community in your floor or stack, you can help determine how positive your roommate relationship will be.

Moving in is a time of excitement and planning. This is the perfect time to discuss with your roommate what your expectations are of each other and of the room environment. University Residences can provide you with a model roommate agreement to begin this discussion. We encourage you to spend significant time after you move in talking with your roommate about your expectations of each other and the room environment. Before talking about any kinds of guidelines or expectations it is important to recognize the rights that both of you have as members of your community.

It is important to note that a room is a private space that should be shared equally by both roommates. As a responsible roommate, it is not appropriate to engage in any activity that would deny your roommate access to the room, or make them feel uncomfortable while in the room. While the current policy allows for 24 hours visitation, the intent of the policy is to allow students greater freedom, but not to encourage people to misuse that freedom at the expense of their roommates. The secret to being successful roommates is having open and honest communication. When one roommate has a friend or friends visiting, it should always be with the consent of the other roommate. When this isn't happening and roommates cannot figure out how to confront the problem, we suggest involving one of the Residence Life staff. Please be aware that if roommates are not able to come to a resolution, or should one roommate continue to exhibit behavior that is inconsiderate or inappropriate, Residence Life staff may take further action to resolve the conflict.

You have a right to:

- read and study free from undue interference in one's room
- sleep without undue disturbance from noise, guests, roommates, etc.
- respect of personal belongings
- personal privacy
- host guests who respect the rights of your roommates and other community residents
- be free from intimidation, physical, and/or emotional harm
- free access to one's room and facilities without pressure from a roommate(s)
- expect any and all grievances will be discussed in an atmosphere of openness and mutual respect, and to involve a residence hall staff member in the discussion, if desired.

When talking about expectations it is best to be specific. This will be helpful if questions or new issues arise later.

An example of a clear agreement is: "Our room will be a place where we can be with our friends. We agree to limit guests to times after 10 a.m. and before 10 p.m. After that time, the room will be private for sleeping and studying."

Something you want to avoid is a statement like: “Our friends will be able to hang out in our room.” Is this really going to be true all the time? What if one roommate feels the need for more privacy or quiet?

Some other areas it is helpful to have common agreement about include:

- Using the room for studying (when will the room be quiet, what alternative places can you use for study)
- Music (what kinds you like, when it can be played, what is too loud)
- Borrowing or using each other’s possessions (TV, stereo, computer, personal items)
- Cleanliness (who does what chores and how often)

You may also want to talk about your own habits, such as whether you are an early or late riser, how social you are, etc. This may raise additional questions that you want to discuss. Keep a record of what your agreements are for mutual reference later. If you experience problems or issues with your roommate, contact your Resident Advisor. Your RA can help you address these issues, offer mediation assistance, or refer you to the Resident Director.

University Residences Policies and Procedures

Living on campus is a unique experience that provides many benefits and opportunities. However, it must be understood that when hundreds of people live in close proximity in a residential community it is essential that the rights and responsibilities of each person are respected. Nearly everyone must adapt his or her lifestyle to some degree in consideration of other individuals or groups. It is vital to the continuance of a safe, comfortable, diverse residential community that each person be aware of, and abides by, the rules for on-campus living. They were designed to allow for the freedom and flexibility of the individual and to ensure the rights and privileges of the community as a whole.

The primary responsibility for conduct rests with the individual student. Individuals are expected to foster and develop qualities such as self discipline, concern for the rights of others, intellectual and social maturity, and respect for public and private property.

The policies that follow provide a general outline of conduct that is prohibited in the residential communities. They reflect local, state and federal laws as well as unique requirements of a university residential environment. They are also based on common sense and reflect the importance of community consideration. These policies are not intended to define misconduct in exhaustive terms. Questions should be addressed to your Resident Director. Students are expected to abide by local, state and federal laws.

By signing your housing contract, you are also agreeing to abide by the Student Rights and Responsibilities Code found in the 2007-08 Bulletin.

Student Rights and Responsibilities Code

In addition to the University Residences Policies and Procedures, you must comply with the expectations outlined in the Student Rights and Responsibilities Code. The objective of the university conduct system is to ensure that students act in a manner consistent with the high standards of scholarship and behavior relevant to an institution of higher education. Western students must abide by university policies and regulations, as well as federal, state and local laws. When you enroll at Western, you are agreeing to abide by the Student Rights and Responsibilities Code found in the current Bulletin or www.edu/depts./dos/stulife/JA.

University Residences Drug Policy

The use, possession, manufacturing, or distribution of marijuana, heroin, narcotics, or other controlled substances is prohibited except as expressly permitted by law. Use or possession of drug paraphernalia is also restricted. You may be held responsible if you are in the presence of those using controlled substances or others use controlled substances in your room. Being under the influence on campus constitutes a violation of this policy. In most cases, repeated violations of the drug policy will result in eviction from University Residences and referral to University Judicial Affairs.

University Residences Alcohol Policy

In University residential facilities, you will be held responsible for violating the alcohol policy. The following policy is in effect for students and their guests while living in University Residences:

1. It is unlawful for any person under the age of 21 years to acquire, have in his/her possession or consume any alcoholic beverage. This includes "minor in possession by consumption" as well as minor residual amounts in any container (if you are under 21 years of age it is unlawful to possess any amount of alcohol in any container, whether in a glass or in your body).
2. WWU students may not be in a room where underage consumption of alcohol is occurring.
3. It is unlawful for a person under the age of 21 to be in a public place while exhibiting the effects of having consumed liquor. "Exhibiting the effects" means that the person has the odor of liquor on his/her breath and either 1) is in possession or close proximity to a container that has or recently had liquor in it, or 2) by speech, manner, appearance, behavior, lack of coordination, or otherwise exhibits that he or she is under the influence of liquor.
4. Persons who are 21 years of age or older may possess and consume alcoholic beverages. However:
 - Alcohol may not be consumed or possessed in any room where both or all of the assigned residents are under 21 years of age, regardless of the age of guests or visitors.
 - Alcoholic beverages may be consumed or possessed only within individuals' rooms, suites, and apartments. Alcohol may be consumed on balconies that have railings. Alcohol may not be consumed on ground floor patios.
5. It is unlawful for anyone to have an open container of alcohol in a public place (e.g., hallways, lounges, lobbies, on the street or sidewalk).
6. The possession of empty or full kegs, pony kegs, "party balls," or other common source containers of alcohol is strictly prohibited in all university residences. Possession or use of beer bongs is also prohibited.

7. Because they promote binge drinking, we actively discourage drinking games. Those involved in playing or facilitating drinking games may face more serious sanctions/consequences.

8. Students who choose to live in Alcohol-Free housing areas do so for a variety of reasons, but are typically seeking an environment where living without alcohol and other drugs is supported as much as possible. Therefore, if you sign the alcohol-free living agreement, you are not permitted to have displays of empty alcohol containers in your room.

9. People who are 21 years of age or older may possess and consume alcoholic beverages on campus in connection with meals or banquets where authorized under the University's Banquet Liquor Permit Policy.

WWU Alcohol & Drug Policy

Background

The Federal Drug-Free Workplace Act of 1988 and the Federal Drug-Free Schools and Communities Act amendments of 1989 require that universities promote reduction of risk associated with alcohol and other drug use through adoption and implementation of a policy and program designed to educate the university community about the dangers of alcohol and other drug abuse and to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on university property or while involved in university business or activities.

Introduction

Abuse of alcohol and other drugs can impair academic ability, work performance, relationships, and personal health and safety. Additionally, the safety of others may be placed at risk by an individual under the influence of alcohol and other drugs. Diversity of opinion and freedom of choice are concepts which are essential parts of the university educational tradition. This freedom requires the exercise of personal responsibility, including the obligation to make informed decisions regarding the use of alcohol and other drugs. It also requires personal responsibility for the consequences of one's own actions.

Policy

Western Washington University is committed to an environment which is free of alcohol and other drug abuse for students, faculty and staff. It maintains the commitment in support of academic excellence, work performance and quality of life as well as for the future well-being of all members of this community.

Western Washington University provides:

- (a) information about alcohol and other drugs and the reduction of associated risks;
- (b) appropriate intervention when alcohol or other drug use creates unwanted or unintended consequences; and

- (c) support for members of this community in reducing the risk of consequences associated with alcohol and other drug abuse.

Western Washington University will uphold state and federal laws pertaining to alcohol and other drug use. All students, faculty and staff are required to comply with these laws. Action will be taken on any violation of state and federal law or University regulations concerning alcohol and other drugs which

- (a) occurs in or on property controlled or owned by Western Washington University; or
- (b) involves University business or activities; or
- (c) relates directly and materially to the fitness of staff of faculty members in their professional capacities.

Policy approved by the Board of Trustees April, 1999.

Standards of Conduct

In accordance with University policy, efforts will be made to provide support for individuals experiencing difficulties with substance abuse and to ensure application of appropriate sanctions for policy violations. When violations of University policy, Washington State, or federal laws occur, these situations will be handled in a discreet and professional manner. Responses may include:

1. Assistance actions such as referral to Employee Assistance Program, Alcohol and Drug Consultation and Assessment Services, or to off-campus substance abuse programs, including drug and alcohol counseling, treatment, or support services;
2. Disciplinary actions such as establishment of performance standards or requirements as a condition of continuing employment or enrollment; probation, mandatory leave, or termination of employment or student status;
3. Referral for legal prosecution.

Determination of policy violation and sanctions for violation of policies will be established by the following University processes:

Students: WAC 516-23-080 and 516-23-105 of the Student Rights and Responsibilities Code in the Western Washington University Bulletin and the Housing Agreement in the Residential Community Handbook for residents, as well as penalties defined by local, state, and federal laws.

Faculty: Faculty Handbook, XV sections E and F, and appendix F; College and University Policies on Substance Abuse and Drug Testing AAUP Policy Documents and Reports, 9th edition, 2001, as well as penalties defined by local, state, and federal laws.

Exempt Staff: Exempt Professional Staff Handbook, as well as penalties defined by local, state, and federal laws.

Classified Staff: In accordance with Personnel Resources Board rules and appropriate collective bargaining agreements, as well as penalties defined by local, state, and federal laws.

General University Regulations

Except in private dwelling spaces, faculty, staff or students sponsoring university functions, which involve the service of alcohol beverages, are required to obtain a State Banquet Permit.

Banquet Permit: Application for a Banquet Permit and related information may be obtained from the Office of the Assistant Vice President for Student Affairs, Old Main 563 (MS-9036). For information call 650-7729. See “Regulations and Procedures for Requesting Banquet Permit to Serve Alcohol Beverages on Western’s Campus and at University-Sponsored Events Held Off-Campus” for more information on requirements for events involving alcohol.

Sale of alcohol on campus: Requires a State liquor license and University approval for a Banquet Permit (*see above*).

Legal Sanctions

Federal and Washington State laws provide penalties of fines and prison terms for violations regarding possession, manufacture, distribution, dispensing, sale, and use of controlled substances and alcohol. Penalties vary depending on classification and amount of substance and number of prior offenses. For violations of federal law, fines range from \$1,000 to \$25,000 and prison terms range from one to 20 years. Penalties for violations of state laws vary greatly depending on type of offense. Fines range from under \$100 to \$100,000 or more, and prison or jail sentences may range from 24 hours to 10 years. For a complete and current listing of laws and penalties, refer to 21 United States Code 801-950 and the Revised Code of Washington, Title 66: Alcohol Beverage Control and Title 69: the Uniform Controlled Substances Act.

Requirements of Staff and Students Employed Under the Drug-Free Workplace Act

As a recipient of federal funds, Western Washington University is required under the Drug Free Workplace Act to notify employees that as a condition of employment each employee is required to:

1. Abide by the federal and state laws regarding the possession, manufacture, distribution, dispensing, sale, and use of controlled substances while on university property or while involved in university business or activities.
2. Notify Director of Human Resources (faculty or staff) or Student Employment Center (students) of any conviction for a violation of a criminal drug statute which occurred on University property or while involved in university business or activities within five (5) calendar days after such conviction.

State Law Concerning University Athletic Events

Possession, consumption, or sale of alcoholic beverages is not allowed at University athletic events. (RCW 66.04.010 (23) and 66.44.100).

Counseling and Referral Resources

INFORMATION SERVICES

Alcohol and Drug Consultation and Assessment Services*

650-3643

Old Main 560 C

Alcohol/drug risk information for students; training for student groups; consultation and training for faculty and staff; extensive information on alcohol, other drugs, and related issues. Meeting schedules for local AA, NA, CA, Al-Anon, Nar-Anon, Co-Dependents Anonymous and other support groups are available.

SHAIC/Self Care Center

650-2961

Campus Services Building

Alcohol and other drug information, educational materials, professional consultation* and peer advising.

Wellness Outreach Center

650-4321

Viking Union 432

Student Health Center*

650-3400

Campus Services Building

COUNSELING AND REFERRAL SERVICES FOR STUDENTS

Alcohol and Drug Consultation and Assessment Services*

650-3643

Old Main 560 C

Assessment of personal substance use patterns; referral to appropriate support and treatment resources; one-on-one discussion of concerns about friends, family members, partners, or roommates. Meeting schedules for local AA, NA, CA, Al-Anon, Nar-Anon, Co-Dependents Anonymous and other support groups are available. Referral information for alcohol and drug counseling and treatment resources (local or state), alcohol and drug evaluation, court required alcohol/drug information school (8 hour class), court required evaluation, and drug testing are available upon request.

Counseling Center*

650-3164

Old Main 540

Individual counseling for a wide variety of student concerns.

**Confidentiality is assured by federal and state laws. No information regarding your contact will be released to any party without your written permission.*

Alcohol Education/ Substance Abuse Prevention

Students abusing alcohol generally come to the attention of the University by exhibiting behavior that is not acceptable. They may be referred to the Alcohol and Drug Consultation and Assessment Services and/or the student conduct process. University Police officers and Residence Life staff are trained to identify behaviors that are likely to be associated with drug use or abuse. When drugs or alcohol are involved in policy violations, evaluation and treatment may be required, in addition to other appropriate disciplinary action. If evaluation indicates a drug or alcohol problem, treatment may be required in order for the individual to remain in University Residences, or as a condition of continued attendance at the University.

Students may be referred for evaluation or treatment in any of the following ways:

- a. Self Referrals - This is the preferred method. Students may call ADCAS (650-3643) and make an appointment to meet with a counselor.
- b. Voluntary Referrals - This type of referral involves a person identifying a problem in another and assisting that individual in making an appointment with a counselor, or referral agency.
- c. Mandatory Referrals - In cases where individuals have demonstrated inappropriate behavior due to drugs or alcohol, mandatory evaluation and treatment may be required as a condition of continuing to live in a residence hall/apartment or remaining in the University.

Absence from the Residence Hall

If you become ill, are involved in an accident or for some other reason are going away from the Residence Hall for more than one day, please inform your R.A. so that staff will know how to contact you. Additionally, leaves are available (for emergency, non-medical reasons) from the Student Life Office.

Residence Life occasionally receives calls from residents' parents/guardians regarding their whereabouts. By informing your R.A. of your travel plans, etc., you enable us to keep your family informed in the event of an emergency.

Accessing Your Room During Breaks

By contract, residents of Birnam Wood and Buchanan Towers have access to their room during break periods. Residents who need to access their rooms in BW or BT but cannot due to lost/misplaced keys should contact University Police or the on-duty Resident Advisor for access. Residents of other buildings do not have access to their rooms or to the buildings.

Residents of buildings other than Birnam Wood or Buchanan Towers who need to gain short-term access for non-emergency reasons must contact University Residences during normal business hours. Residents who wish to move out during the break must make arrangements with University Residences during normal business hours. There is typically an access charge of \$35 for moves that occur over the break in a locked building. Entry into or moves from a room must take place between 9 a.m.-3p.m.

Residents of other buildings who need to gain short-term access for emergency reasons (e.g. retrieve medication, etc.) may do so by making arrangements with University Residences during normal business hours, or by contacting University Police after normal business hours. No access is allowed to non-residents.

Assault

Verbal or written threats or acts of physical violence will not be tolerated in the residential communities. If you are involved in such behavior, you will face severe disciplinary action which may result in your removal from University Residences.

Barbecue

Barbecue grills are a potential fire hazard in a community living environment. BBQ grills may be used on balconies and patios in the Fairhaven and Birnam Wood communities and on the Edens Hall Deck. You must monitor your barbecue grill at all times. You must extinguish charcoal and disposed of it properly. If you live in a community other than Fairhaven or Birnam Wood and you wish to barbeque, contact your Resident Director. He/she will direct you to an appropriate grilling location. Gas grills are prohibited.

Bicycles

Most residence halls and University apartments have parking areas for bicycles either in front of or adjacent to the building. Some buildings have bike storage rooms. You should keep your bicycle locked at all times.

Bicycles found in hallways, stairwells, and public areas of residence halls and apartments, INCLUDING BICYCLES CHAINED TO WALKWAY RAILINGS OUTSIDE, will be subject to impound due to the hazard they pose to people exiting a building in an emergency and to those using wheelchairs. Bicycles must be removed from exterior racks prior to the end of the academic year or they will be impounded and disposed.

Bulletin Boards and Posting

Bulletin boards and other tackable surfaces notify residents about activities, issues, and events. Approved Associated Students and other general campus activity notices will be posted when space is available and must be approved for posting by the Viking Union staff and posted by the residence hall staff. Submit 33 copies of the flyer to the Viking Union, fifth floor front desk. Commercial or obscene material will not be posted.

Residents should speak with their Resident Director if they are seeking to have something posted in their community.

All posted material must be placed on tackable surfaces, i.e., bulletin boards. Do not use Scotch, packing, masking, door or duct tape on painted or wooden surfaces. Please use removable foam adhesive squares or removable blue painters tape available through Residence Life to post temporary signs. Items improperly posted or not current will be removed.

The Bellingham Fire Department regulations mandate that posting may not exceed five percent of the wall surface. No postings are permitted on landings or exiting stairwells.

Business *(see Solicitation page 75)*

Candles and Open Flame

As a means of fire prevention, you are prohibited from using candles, incense or other open flame in student rooms and adjacent areas. Appliances with open coil burners are also prohibited. The use of candles or incense is permitted for birthdays or religious purposes if monitored at all times; please first consult with residence life staff.

Changing Rooms or Halls

During the first two weeks of each academic quarter, room changes within the buildings or between buildings **will not be permitted**, to allow all new students to be assigned to available spaces.

It is the hope of University Residences that you and your assigned roommate will be compatible. Getting acquainted takes time, so give yourself a chance to adjust to your new roommate and surroundings. If you find that your room assignment is not working out, contact your Resident Advisor or Resident Director. He or she will have up-to-date information regarding the proper procedures for moving within your hall or to another hall.

Checking Out

When you vacate your room it is required that you turn in your check-out form and your key(s) to the residence hall staff prior to your departure. You are responsible for any damages, missing items, and/or cleaning charges pertinent to your room (see "Damages" on page 76). See your Resident Director for the appropriate check-out forms. If you are leaving at the end of the quarter, make an appointment with your Resident Director by Friday of dead week. Students who do not plan to continue through the following academic quarter must check out no later than 4 p.m. on the Friday of finals week. Students who check out after 4 p.m. are subject to a daily fee charged for each day of the break period beginning Saturday following finals week and ending the day before move-in day of the following academic quarter. This fee is in addition to the contract breakage fee.

Check-Out, Improper

Any time you fail to check out properly, you shall be subject to an improper check-out fee of \$35.00. These improper procedures include, but are not limited to:

1. Switching rooms and/or keys without permission of the Resident Director. In this case, you may also be required to move back to your assigned space and pay room charges for both rooms.
2. Failing to check out of your room by the prescribed date and time.
3. Vacating your room without going through the check-out procedure. Room and board charges will accrue until you officially check out.
4. Leaving bed parts in your room.

Common Area, Lounge Use and Sundeck/Balcony Policy

The lounges and main lounges (hereby referred to as “common areas”) within Western Washington University’s residence halls provide living spaces for students to study, to relax and to gather with other residents of their community. Peer interaction, especially regarding academics, is a valuable component of students’ educational experiences. Residents wishing to organize activities for their community can contact their resident advisor or resident director.

Common areas are to be used according to the priority order below:

- staff-initiated/sponsored programs;
- hall/tenant council activities;
- residents’ academic use;
- residents’ other social or recreational use.

Use of the common area should be inclusive of other hall residents using the space. When conflicts arise, staff can assist in facilitating a resolution.

The cleaning and re-setting of a common area is the responsibility of those using the area. Overnight sleeping is not permitted.

Sundecks and balconies

Sundecks and balconies are available in some buildings for general resident use. Community guidelines apply to these areas as well. Smoking is not allowed on any sundeck or balcony. Sundecks are not available during inclement weather. Please keep in mind that staff may restrict use and availability as they deem necessary. Custodial staff members are not authorized to allow students access to public sundecks.

Common Space Use for University functions

On rare occasions, common spaces within the residential communities are used for University functions (e.g. to promote the University to prospective students, for academic advising, etc.). University Residences will communicate with residence hall staff regarding these activities to avoid scheduling conflicts and to minimize inconvenience for community residents.

Computers, Responsible Use of

Western Washington University's Policy for Acceptable Use and the User Agreement are available at <http://west.wvu.edu/atus/helpdesk/acceptableusepolicy.shtml>

These activities may fall under the jurisdiction of Residence Life, Academic Technology & User Services (ATUS) and/or University Judicial Affairs.

Examples of misuse may include, but are not limited to:

1. Using an unauthorized IP address.
2. Sending unsolicited mass mailings (chain mail, solicitations, spam, etc.)
3. Violating terms of applicable software licensing agreements or copyright laws. This includes providing for distribution copyrighted music or video files.
4. Deliberately wasting computing resources or excessive bandwidth use.
5. Using a computer account that you are not authorized to use.
6. Using the campus network to gain unauthorized access to any computer system.
7. Knowingly performing an act which will interfere with the normal operation of computers, terminals, peripherals, or networks.
8. Attempting to circumvent data protection schemes or uncover security loopholes.
9. Using electronic mail to harass others.
10. Masking the identity of an account or machine.
11. Posting on electronic bulletin boards materials that violate existing laws or the University's codes of conduct.
12. Attempting to monitor or tamper with another user's electronic communications, or reading, copying, changing, or deleting another user's files or software without the explicit agreement of the owner.
13. Using the network for commercial purposes or charging for any service provided across the network.
14. Using another's computer account or identity.

Contract Breakage Fee

If you continue to attend Western and decide to move off campus, you will be subject to the contract breakage fee (also see the Housing Agreement/Contract).

Residence Halls: the student shall pay to the University room and/or board charges required to be paid by the student up to the time of termination and shall further be liable to the University for liquidated damages in the amount of \$5.25 per day for the remainder or un-expired portion of the term of the Agreement, not to exceed \$400.

Apartments: the student shall pay to the University room and/or board charges required to be paid by the student up to the time of termination and shall further be liable to the University for liquidated damages in the amount of \$2.67 per day for the remainder or un-expired portion of the term of the Agreement, not to exceed \$200.

Credit Load

In order to ensure that you are maintaining timely progress toward the achievement of your degree, you must generally carry a minimum of 10 undergraduate or 8 graduate credits per quarter to reside in University Residences. You should be aware that many financial aid programs require students to carry a minimum of 12 credits to receive aid.

If you drop below the minimum number of credits, you will receive a letter which will remind you of academic support and other services that are available to you, and ask that you contact staff to discuss your credit load. Students who drop below the minimum credit load, AND who are not in good standing due to misconduct, may face termination of their University Residences housing agreement.

Damages

When you move into your room, you will find a Room or Apartment Inspection and Inventory Form that indicates the room or apartment's condition. This form is designed for your protection. It must be signed by you and returned to your Resident Advisor **within five days** of the date you move in. If the form is not returned, it will be assumed that you agree with the room condition as stated on the duplicate copy filled out by the residential staff, and you will be charged for any new damages in your room at the time of check out.

Repairs to residence hall and apartment facilities must be performed by University personnel. The cost of these repairs includes materials and labor; the latter can be as high as \$70 per hour. In all cases, trained University craftspeople must do the work in order to comply with building codes and construction standards. If your room is damaged, DO NOT attempt the repairs yourself! It is unlikely your work will meet University standards, and you will be charged for the cost of the repairs done by craftspeople to complete the work correctly.

If you lose or damage residential property, even accidentally, you will be billed for it. This includes any portion of the facility itself, and does not preclude prosecution for vandalism, destruction and/or theft of state property. Report any such damage to your residential staff immediately.

All charges for damages will be assessed to your University account or any refund due you at the end of the period of your occupancy. If the amount of the damage exceeds the damage deposit, you will be billed for the additional amount.

Decorating/Personalizing Your Space

Creating a "home" while living in University Residences makes the room or apartment more pleasant and comfortable. Extras such as small pieces of furniture, plants, lamps, rugs, bedspreads and/or posters help personalize the room. When planning to decorate, it is important to keep in mind that no permanent changes may be made to the spaces, and any damage done in decorating your room (or by removing decor at the end of the year) will result in a charge. The furniture provided by University Residences to student rooms must remain in the room. Storage space is unavailable.

Fire codes and safety standards prohibit construction of lofts, platforms or other bunking structures. Furniture must remain on the floor. Additionally, these codes and standards prohibit hanging anything from your windows, balconies or building exteriors (e.g. birdfeeders, banners, etc.)

You may not have things in front of heat or smoke detectors, sprinkler heads, or near heating vents. Fishnets, bedspreads, drapes, tapestries, and hanging posters must not be suspended from the ceiling because of the potential fire hazard they present.

You may not paint your room. The painting is done by University craftspeople on a six-year rotation. If the painted walls in your room are in need of repair, please fill out a Maintenance Request form or contact your Resident Director. If you believe personal items in your room have been damaged by painters, contact Risk Management to fill out a claim.

Because the exterior of your room door faces a public living space, exterior door decorations need to be in good taste and must not create a harassing/hostile living or working environment. If you post decorations that prompt significant community disruption, you will be requested to move the item(s) to the interior of your room.

Decorations/Holiday

If you decorate your room door, leave the room number uncovered.

The International Fire Code prohibits all indoor use of resin-bearing, cut trees and cut vegetation, including swags, wreaths, and garlands, in residence halls. Live trees in soil are exempt from the permit requirements.

Demonstration Policy

You may not participate in a demonstration that materially and substantially disrupts the work or normal operations of the University Residences.

Disruptive Behavior

Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, obstruction and/or other conduct which threatens or endangers the health or safety of any person is prohibited. You are expected to cooperate with one another, with residential staff and other University officials. Students who do not cooperate with University officials (including Resident Directors, Assistant Resident Directors, Resident Advisors, and University Police officers), acting in the performance of their duties, will face disciplinary action. Providing false identification or information, as well as failing to complete sanctions, is also prohibited.

Electrical Appliances

The use of electrical appliances with exposed heating elements and open coils are prohibited in student rooms and corridors. Electric blankets are strongly discouraged as they pose a severe fire

hazard when residence hall beds are used as couches.

The use of space heaters is prohibited to protect the integrity of building electrical systems for life safety and to reduce the risk of fire. Residents may be charged for costs associated with resetting circuit breakers due to unauthorized electrical appliances. In the event of an extended breakdown of a building heating system, University owned space heaters may be distributed for a limited duration until building heat is restored. Residents in the building will be asked to reduce their use of other electrical appliances to keep from overloading the electrical service.

To report heating problems see “Maintenance Service” on page 33.

Elevators

Those found responsible for tampering with an elevator, or engaging in reckless or dangerous behavior that places themselves or others at risk, will face severe disciplinary action.

Entering a Student Room

University staff respects your right to privacy. The University maintains the right to have authorized personnel enter any residence hall room or apartment for the purpose of inspection, repair, health/safety of residents or other official University business. If, while in the room, University personnel discover policy violations, appropriate conduct follow-up will occur.

Fire Safety Equipment

Any person who willfully tampers with or breaks any fire alarm apparatus or any fire fighting equipment or gives, transmits or sounds any false alarm of fire is guilty of a misdemeanor. Any such violation will result in conduct proceedings and could carry a maximum fine of \$500 and six months in jail. Extinguishers and alarms are for your use, should the need arise. The cost of refilling a misused extinguisher, as well as any damages resulting from an extinguisher being discharged unnecessarily, will be charged to whomever was responsible.

Fireworks and Explosives

Firecrackers and other explosives pose a danger to people as well as to property and are prohibited on or around University property. Possession of, igniting and/or throwing a fireworks or explosive in, or around a University residence hall or apartment is prohibited. If you are involved in this behavior, you can expect disciplinary action, possibly resulting in eviction, and/or civil proceedings.

Gambling

Illegal gambling is prohibited in the residence halls.

Guest Policy

Guests are individuals who are not contracted residents of the specific room, suite, apartment or hall in question. Each guest must have a host and be escorted while in the building. The host will be responsible for the behavior of their guest(s). Guests are expected to comply with State and University regulations and policies. Persons who are not residents may be asked to leave the hall, unless they are able to demonstrate that they are a guest of a resident of the hall or carrying out University business. Guests may not adversely affect the living community by use of hall facilities. Guests of residents may be asked to leave if they are violating policies, damaging property, or show the potential to cause harm to themselves or others.

Only the people assigned to a room may reside in that room. Overnight guests are permitted only with the permission of the roommate/suitemates or apartment-mates. Overnight guests may not stay for more than three nights in a row or more than seven nights per quarter. This applies even if you do not have a roommate. Roommates are strongly encouraged to take some time to talk about arrangements for guests, and how all parties feel about the potential disruption guests can cause before the guests are invited to stay.

It is important to note that a room is a private space that should be shared equally by both roommates. As a responsible roommate, it is not appropriate to engage in any activity that would deny your roommate access to the room, or make them feel uncomfortable while in the room. While the current policy allows for 24 hours visitation, the intent of the policy is to allow students greater freedom, but not to encourage people to misuse that freedom at the expense of their roommates. The secret to being successful roommates is having open and honest communication. When one roommate has a friend or friends visiting, it should always be with the consent of the other roommate. When this isn't happening and roommates cannot figure out how to confront the problem, we suggest involving one of the Residence Life staff. Please be aware that if roommates are not able to come to a resolution, or should one roommate continue to exhibit behavior that is inconsiderate or inappropriate, Residence Life staff may take further action to resolve the conflict.

Individual halls, floors, or roommates have the right to make this policy more restrictive.

No persons other than invited guests, resident students, or University staff on University business may enter the private areas of residence halls. The private areas are those areas beyond the lobby or "common area" at the main entrances in the residence halls.

For additional housing options, see *Guest Housing*, page 35.

Harassment

See *Disruptive Behavior Policy* and the *Student Rights & Responsibilities Code* found in the *WWU Bulletin*.

Incense (see *Candles and Open Flame*, page 61)

Illness (see *Absence from the Halls*, page 59)

Insurance

Property: Information about the University's Student Personal Property Insurance Program is available from University Residences (see Loss of Damage to Student's Personal Property below).

Health: The Student Health Center strongly recommends that all students have some form of health insurance to defray the substantial costs associated with serious accidents and illness. For more information, including information regarding health insurance policies coordinated by Western, contact Student Health.

Loss or Damage to Student's Personal Property

The University assumes no responsibility for loss or damage to any resident's personal property from any cause. The University strongly recommends that you obtain insurance coverage by purchasing a renter's insurance policy or verifying that coverage is available under your parent's homeowner's insurance policy. As an option, you may purchase coverage under the University's Student Personal Property Insurance Program. A brochure and application form is available from University Residence Assignments Office, or from Risk Management.

Protect Your Property

The University strongly recommends that you take all necessary precautions to protect your own personal property. Personal property is vulnerable to all kinds of loss and damage. Examples include theft, water damage, fire, and sudden weather change. You are urged to take valuable personal property home with them at quarter breaks.

- Don't leave valuables unsecured in rooms, and keep room and apartment doors locked at all times.
- Use a chain or armor cable to secure computer equipment to a fixed piece of equipment. However, do not secure to University owned property in the room. Reinforce the inside of the equipment cabinet with a backing plate, and use security-type screws.

University Property

Be alert when using University furniture and equipment. Help protect it from theft, unauthorized use, or vandalism. Report any suspicious activity to your hall staff or University Police. In the long run, you and other students help pay for University property, so it makes sense for you to help protect it!

Lounge Use (see *Common Space Policy* page 62)

Meningococcal Disease in College Students

Nationally, between 100 and 125 cases of meningococcal disease occur on college campuses every year, with 5 to 15 deaths of college students annually as a result of this infection. Certain college students, particularly freshmen who live in dormitories or residence halls, have a six-fold increased risk of this disease. A safe vaccine is available in the WWU Student Health Center that can be helpful in preventing this infection. Contact the Student Health Center at 650-3400 for more information.

Motorcycles and Mopeds

You may not store motorcycles or mopeds in your residence hall or apartment. University parking regulations and the Uniform Fire Code (1982 Edition, Section 11.415) prohibit such storage.

Storing vehicles in student rooms or apartments constitutes a violation of the parking regulations and presents a safety hazard. Mopeds or motorcycles discovered inside University residence halls or apartments over the break are subject to impound and will be removed at University request. Students will pay the cost of impounding and storage. The University will immediately notify students when the vehicle is impounded and students will be responsible for obtaining its release.

Noise (see *Quiet Hours*, page 71)

Obstructing a Police Officer

You may be charged with obstructing an officer if, without lawful excuse, you refuse or knowingly fail to make or furnish any statement, or report any information lawfully required of you by a police officer.

If you knowingly give untrue statements, hinder, delay or obstruct any police officer in the discharge of his or her official duties, you may also be charged with obstruction.

Open Flame (see *Candles and Open Flame*, page 61)

Pets

The only pets allowed in University Residences are fish and service animals (i.e. bona fide service dogs) which are not dangerous. You may not house or harbor a cat, dog or any other animal, fowl, arachnid or reptile in your residence hall room/apartment or in the vicinity of any residential complex. Students found in violation of this regulation will have a maximum of 48 hours to find an alternative off-campus living arrangement for the pet. A \$35 charge will be assessed to cover the costs of pest inspection and mitigation. Students may also be subject to conduct proceedings.

Projectiles

Throwing anything from buildings, windows, balconies, or any place from which something can be thrown is prohibited. In addition, throwing items at a building or at other people, such as, but not limited to, snowballs or water balloons, will result in appropriate disciplinary action. Throwing objects (including balls and Frisbee-type discs) or engaging in water fights in any public area within the buildings is also prohibited due to the danger to residents and the potential damage to the facility. Large volume water guns are prohibited due to the damage that can occur if they are discharged indoors.

Psychological/Personal Crisis

The University has a number of trained professionals who can provide counseling and support for students experiencing difficulties in their day-to-day lives on campus. If you are experiencing difficulties, you may contact the Counseling Center, the Office of Student Life, Health Services, or Alcohol and Drug Consultation and Assessment Services during normal working hours. A member of the Residence Life staff can help you to determine which service might best meet your needs. After working hours, you may contact a member of the Residence Life staff or University Police.

As a resident, you may know of friends or neighbors who appear to be in need of assistance. Please contact your Resident Advisor or Resident Director if you want to help another student make contact with one of the services listed above.

If you exhibit behavior that indicates you may be a danger to yourself (including suicidal attempts or gestures, eating disorders, and substance abuse) or a danger to others (violent actions or statements), you may be referred for a psychological, psychiatric, medical, or alcohol/drug use evaluation. This evaluation may be required as a condition of remaining in University Residences. The results of this evaluation will be used to determine the best course of action for the individual and his or her residential community. You may also be required to enter into a behavioral contract in order to continue to reside in campus housing.

Public Area Furniture

Furniture in the lounges and other public areas of your residence is for use by all residents and their guests. Removal of furniture from public areas makes it unavailable to other residents. As a result, students moving furniture from any area of the building will be subject to conduct proceedings, may be prosecuted for theft, and may be responsible for financial restitution.

Quarter Breaks

For students who continue their residence in these buildings, Birnam Wood and Buchanan Towers are open over break periods at no additional charge for students who are enrolled and continue their residence for a minimum of two weeks during the following academic quarter. Students who are not eligible must check out no later than 4 p.m. on the Friday of Finals Week, or be subject to a daily fee for each day they have not checked out. This fee is above and beyond the contract break-

age fee. The remaining residence halls and dining services are NOT available during these breaks. If you remain in or return to residence halls officially closed for Winter or Spring Break, you will be considered to be trespassing and will be instructed to leave the building and not to return until it is officially opened. You will be charged a premium daily rate and the \$35.00 student access fee for any time spent in the halls without authorization, and you may be subject to disciplinary action. Students needing housing during Winter and Spring breaks should consider choosing Buchanan Towers or Birnam Wood Apartments, which are open over breaks for eligible residents. Students may arrange for temporary housing in Guest Housing for a nominal fee on a space available basis. Please contact Guest Housing at x7537 to request space. Students may not live as guests of Birnam Wood or Buchanan Towers residents if the hosting resident will not be present. (See *Guest Policy*, page 82.)

Quiet Hours

The realities of community living require that individuals respect community needs for the moderation of noise (regardless of quiet hours). Excessive noise (loud stereos, amplified instruments, parties, etc.) is an infringement on the rights of other students and is unacceptable at Western. Students with audio systems are encouraged to use headphones. A “quiet” atmosphere conducive to sleep and studying must be maintained in all residence halls and apartments between the hours of 11 p.m. and 7 a.m., Sunday through Friday, and 1 a.m. to 9 a.m. Saturday and Sunday (Friday and Saturday nights). *All other hours are called “courtesy hours.” During these times it is expected that students will be considerate of the quiet-related needs of others.

Individual residence halls, by action of their hall councils, may choose to establish stricter policies if they so desire. While it is everyone’s responsibility to control noise, it is also the responsibility of those impacted by noise to contact the offending party and request that the problem be eliminated. If this approach does not succeed, contact a residential staff member. If noise becomes chronic, University Residences staff will respond. The University Police can be called to deal with noise complaints as well.

Dead Week and Final Exam Weeks

During Dead Week (the week prior to finals), hall councils will designate extended quiet hours. During Finals Week, twenty-four (24) hour quiet hours are in effect from 7 p.m. on the Sunday evening prior to final exam week through 12 p.m. the following Friday.

Roofs, Windows and Ledges

Because of the potential danger to yourself and others, you are expected to stay off residence hall and apartment roofs, with the exception of outside designated sundeck areas. If you are found on a roof, you will face a \$35 charge in addition to disciplinary action.

Climbing through windows, on the sides of buildings or other interior ledges is also prohibited.

If items need to be retrieved from a roof area, you should contact your Resident Director.

Room Consolidation

If a roommate leaves during the course of the academic year, the remaining student(s) will have at least one of the following three options. Students will be notified of their available options during the consolidation period.

1. Occupy the room as a super-single or a doubled-triple for the remainder of the academic year and pay the appropriate super-single/ doubled-triple room charge. Students will receive a letter from their Resident Director regarding the procedure and timeline associated with securing a super-single/ doubled-triple room.
2. Move together with another student of the same gender who is also without a roommate (consolidate rooms). The Resident Director will outline this option and will note the locations of open spaces. Students are then responsible for contacting others in their building to coordinate the move. Consolidation moves must be completed within one calendar week.
3. Be willing to accept a roommate at any time. Students who do not sign a super-single or double and triple contract or consolidate with another resident must be ready to accept a new roommate when University Residences assigns someone to that space. This may occur at any time during the academic year. If a student refuses to accept the assigned roommate, the student may be charged the super-single or doubled-triple rate from the date when the student's roommate moved out, and may be subject to disciplinary action.

The room consolidation process begins after the quarter begins, and is initiated by the Assignments Office depending on need. Consolidation will be the same for all quarters. Students will not be forced to move from their present room to a new location more than once during the academic year unless such a move is made for student conduct reasons. (This does not apply to temporary assignments in Guest Housing.)

Sexual Misconduct

University Residences is committed to providing a living environment in which you can live, work, and study free from sexual harassment, sexual intimidation, sexual exploitation and sexual assault. University staff will take action to prevent and to eliminate inappropriate behaviors of this nature. Individuals who engage in this behavior will be subject to disciplinary action in accordance with University Residences' and University policies and may be subject to criminal and/or civil prosecution, including removal from University Residences.

Definition of Sexual Misconduct

Unacceptable sexual conduct is not limited to the extreme of sexual violence. Rather, there is a range of sexual misconduct that is unacceptable in University Residences. This includes but is not limited to sexual harassment, sexual intimidation, sexual coercion, sexual assault, and acquaintance or stranger rape.

Sexual Harassment

1. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature which has the effect of interfering with an individual's living/working environment and creating an intimidating, hostile, or offensive living or academic environment.
2. Types of sexual harassment:
 - A. Gender harassment: Persistent, unwelcome remarks based on gender; sexual stereotyping.
 - B. Serious or persistent unwanted sexual attention: Physical contact; sexually suggestive comments.
 - C. Physical posturing: Threatening a person's free movement in any way.
 - D. Display of sexually explicit visual material: Posters or pictures displayed in public use areas in the residence halls (e.g. outer door, windows facing out, hallways, etc.).

Intimidation or Coercion

Sexual activity obtained by anyone who psychologically pressures or threatens, takes advantage of their authority role (a staff member) or abuses their role of trust.

Sexual Assault and Battery

Attempted or actual nonconsensual sexual activity: unwanted sexual touching, attempting to disrobe a person without her/his willing consent.

Rape

Unlawful sexual intercourse, including intercourse between people who are acquainted with each other, against the will of one participant. The Washington Criminal Code includes prohibitions against:

1. force or threats of force, including stranger rape and gang rape;
2. preventing a person from resisting by administering any intoxicant;
3. sexual intercourse with a person who is known to be unconscious of the nature of the act (e.g., sexual intercourse with a person who is sleeping, passed out, or blacked out from alcohol or other drugs);
4. sexual intercourse with a person who is incapable of giving legal consent.

Residence Hall Staff Role

Residence Life staff follow-up to a disclosure of sexual misconduct is based on a number of variables including the nature of the incident, potential for harm to the individual/campus community, and the desire expressed by the individual making the disclosure. Resident Advisors are required to consult with their supervisor in all cases.

Responses may include, but are not limited to the following:

- Providing caring, non-judgmental support and helping the student clarify what s/he would like to have happen. Additionally, the staff member will inform the student of counseling, medical, informal, and formal reporting options.
- Referring to medical or counseling services
- Consulting with appropriate university officials
- Providing educational programs within the impacted community
- Conducting initial, informal fact finding
- Conducting a formal investigation of situation
- Taking formal disciplinary/personnel action against the alleged perpetrator
- Making a report to University Police (including anonymous, third party and official reports)
- Informing the community about the potential harm to campus members

If a student requests:

- Assistance and/or provides information, but does not want an official response, the staff member will encourage them to access University support systems and discuss reporting options.
- Information about formal University action, the staff will provide assistance in connecting the student with appropriate University officials.
- A 24-hour student help line maintained by Crime and Sexual Assault Support Services (CASAS) can be reached by calling x3700. This phone line is for students seeking immediate assistance and support for violent crime and sexual assault.

If there is any reason to believe the safety of the student and/or other members of the university community may be at risk, the Resident Director must consult with his/her supervisor and/or other appropriate University officials regarding the University's need to respond appropriately to ensure the safety of the campus community. Staff will make every effort to maintain confidentiality and will communicate with the student regarding any action initiated by the University.

Sickness/Illness (*see Absence from the Halls, page 59*)

Smoking

All Buildings:

Smoking is prohibited in all University Residences buildings and within 25 feet of doors, windows, and ventilation intakes (RCW 70.160). This includes but is not limited to all balconies and all public spaces such as lounges, stairwells, hallways, food service areas, and laundry rooms. Smoking is also prohibited at any outside area that may affect the air supply of residential buildings. Residents and guests who are smoking are expected to respond to requests to move to another location. Residents and guests who smoke must dispose of smoking refuse properly.

Solicitation and Commercial Activity

University Residences Solicitation Policy

Solicitation, as defined below, is prohibited in the residential communities.

Solicitation is an attempt to make contact with a student in the residential communities for the purpose of trying to convince the resident to:

1. promote or endorse an idea or person (e.g. political candidate, recycling, religious belief)
2. purchase an item (e.g. t-shirt, button) or ticket to an activity/event (sometimes with a fund-raising component built in)
3. join a club or organization
4. promote an activity or event
5. gamble

Exceptions:

Opportunities are made available to University Residences groups (RHA, Hall/Tenants Councils, NRHH) and staff (Resident Advisors, Fitness Center and Computer Lab staffs, and University Dining Services personnel) to promote University Residences-related activities and programs.

Opinion polls or fund-raising activities conducted by residents of a particular hall or apartment are permitted within the hall of residence or community building for apartments in accordance with the policy established by the Hall or Tenants' Council.

Due to a variety of state, local and University guidelines, you may not use your room for the purpose of running a business (WAC-516-24-110).

Sports and Recreational Activities

Sports and other recreational activities (i.e. riding skateboards or scooters, throwing balls, etc.) are not appropriate inside the residence halls (see also *Projectiles* policy, page 76). Due to the noise and potential for damage created, please do not bounce soccer, golf, tennis or basketballs indoors.

Storage

Out-of-state students who are returning to the housing system in the fall may use secured storage facilities during the summer. Storage space is limited and available on a first come, first serve basis. Break storage is available for summer residents in Birnam Wood. Procedures and contracts will be available at the Birnam Wood desk during summer term.

1. Combustibles (gas or other flammable liquids, empty boxes, lumber or other items deemed inappropriate by staff), firearms, and ammunition cannot be stored.
2. All items must be clearly labeled with student's name, student number and date of storage.
3. Staff should be sure that items are stored safely. Do not overload shelves. Do not place items where they may fall and injure someone, or fall against the door. (An example from Summer, 2000: a rolled carpet that was stored fell back against the closed door, making it impossible to open the door from the outside.)
4. Items not claimed within one calendar year from date of storage may be treated as indicated in the next section.
5. A \$35 access fee will be charged to retrieve an item from storage during the summer or when school is not in session. Contact University Residences, Facilities, at x3556, to make arrangements. The \$35 fee must be paid prior to accessing stored items.
6. Students and staff who store items over the summer and fail to return to University Residences will be charged a \$50 storage fee plus an access charge.

Theft

You are encouraged to protect your belongings by locking your room and apartment/suite doors when you are not present. Students are expected to respect others' property and to not take others' belongings without permission.

Trespass

You may be charged with criminal trespass if you knowingly enter or remain unlawfully in or upon the premises of another, if instructed to leave by a student, any residential staff member, or University Police.

Vandalism

Students who vandalize property on University premises will face disciplinary action and will be charged the full cost of a repair and/or replacement.

Waterbeds

Because of their extreme weight, waterbeds are prohibited in University residence halls. Waterbeds are allowed in Birnam Wood only for medical reasons and with the permission of the Director of University Residences.

Weapons

Conduct that endangers the safety of the residential community is prohibited. For this reason, no resident shall have in his/her possession any firearm (including BB guns, pellet guns, and paintball guns), explosives, dangerous chemical, sling shot, sand club, metal knuckles, spring blade knife, or other dangerous weapon in or around University residential facilities. It is also unlawful and against policy to exhibit or display any weapon capable of producing bodily harm in a manner which intimidates another person or warrants alarm for safety of another person. "Look-alike" weapons (e.g., toy guns that look like real weapons) are also prohibited in the residential communities and "assassin" games are prohibited. Persons found storing or carrying weapons in residence halls or apartments will be removed from University Residences.

Windows *(see Roofs, Windows and Ledges, page 89)*

University Residences Conduct Procedures

Western encourages and expects students to act independently and maturely while in residence. Living in a group situation is not always easy, since everyone comes from a different background and has different expectations for living in the residential community. The University Residences conduct process balances a focus on the education and learning of those violating policies with the needs of the community.

Students who violate policies should be aware that University Residences and University conduct proceedings may be undertaken concurrently; either may be undertaken prior to, simultaneously with, or following civil or criminal charges.

The Conduct Process

Students are responsible for their actions and will be held accountable for them. The following procedures are designed to ensure that student rights are not violated. We are committed to protecting individual rights as well as the rights of all community members. When it appears a policy violation might have occurred, an Incident Report will be written to document the situation. The student will be notified in writing or via their University email account regarding a meeting with a conduct officer, usually the Resident Director* (RD), the Assistant Resident Director (ARD) or Peer Conduct Board. At this meeting, the conduct officer will review the incident report and listen to the student's perspective. During or after the meeting, the conduct officer will determine whether a violation has occurred, determine the degree to which the student was responsible, and possibly assign sanctions as appropriate. The student will receive notification of the decision (conduct letter) within seven (7) business days of the conduct meeting. The student will be notified if the letter will be delayed beyond 7 days due to extenuating circumstances.

* The Resident Director may refer a case to, or adjudicate with the University Residences Judicial Officer or an Assistant Director of Residence Life, who will serve as the conduct officer throughout the process.

If you are notified that you should meet with a conduct officer, please keep in mind:

- Being on an incident report is not the same as being in violation of a policy. No decision about a policy violation occurs until those directly involved have an opportunity to meet with a conduct officer.
- Be honest with the conduct officer. The conduct system is educational in nature and failing to be truthful typically results in a more serious outcome.
- Your meeting is intended to be a conversation, not a trial. You can also expect to be asked how classes are going, how your relationship with your roommate is, and how you're feeling about your experience at Western.

Scheduling a Conduct Meeting

The Conduct Officer will send the student an email or letter which notifies them of the alleged misconduct. This will instruct the student to appear at a designated time and place for the conduct meeting. If it is not possible for the student to meet at the designated time due to a class conflict, he/she may arrange for an alternate meeting with the conduct officer by contacting them no less than 24 hours prior to the initially scheduled time.

Meetings will take place whether the student is present or not. Information will be reviewed and a decision will be made based on the information on hand. The student will be informed of the decision in writing.

A student who voluntarily moves out of University Residences or withdraws from the University prior to the completion of proceedings is not excused from pending conduct action. In such cases, information will be referred to the University Judicial Officer for possible further action.

Interim Sanctions

In some cases, interim sanctions may be imposed. An interim sanction is not an indication of a violation, it is simply a community safeguard until a decision about a possible violation(s) can be made. These sanctions remain in place until the conduct process is completed. If an interim sanction is violated, the offending resident may be removed from the halls and referred to the University Judicial Officer for further action.

Severe incidents may be referred to the University Judicial Officer for action; see the Student Rights and Responsibilities Code, found in the 2006-07 Bulletin.

Standard of Decision-Making

The Conduct Officer uses the available information to make a decision on the basis of whether it is more likely than not that the student violated University Residences policy.

Consistency and Fairness

Conduct officers evaluate each student's situation individually when deciding the most appropriate action to take. When sanctions occur, they may vary from student to student, even when a similar policy violation occurs. This is because the Conduct Officer considers multiple factors in arriving at the best sanction for the individual, including the details of the current incident, the student's previous conduct history, their attitude during the incident and at the conduct meeting, their chances for changing their conduct, and the actual, intended and potential impact of their behavior on the community.

Confidentiality

Conduct records are confidential and are not typically shared outside of University Residences. Federal law does allow the university to contact a parent/guardian if a student under the age of 21 appears to have violated the alcohol or drug policy. Please talk with your Resident Director if you have questions regarding confidentiality.

Sanctions

When a student has been found in violation of a policy, a sanction or sanctions may be assigned. Sanctions are designed to hold students accountable for policy violations, and to educate and guide students toward more acceptable behaviors in the future. Sanctions include, but are not limited to:

PASSIVE SANCTIONS *(No specific action is required by the student):*

Warning - Warning that future policy violations will result in more severe disciplinary sanction. Students typically cannot accumulate multiple warnings.

Disciplinary Probation - Notice that further violations of policies may result in either relocation to another residence hall or eviction from University Residences.

BEHAVIORAL SANCTIONS *(Action is required on the part of the student):*

Alcohol or Drug-Related Sanctions - Students who violate the alcohol or drug policies are typically referred to the Alcohol and Drug Counseling and Assessment Services (ADCAS) to receive any of the following services:

- **Individual Alcohol or Drug Assessment*** - In an individual assessment, a student will be able to identify personal use patterns of alcohol, and make decisions about personal use based on detailed personal feedback of: comparison of personal use with WWU norms, amount and severity of alcohol consequences experienced (again compared to WWU norms), personal risk factors present, personal values about alcohol and their belief about future alcohol related behavior. Other options utilized may include alcohol skills assistance, or referral to support or treatment services as appropriate to the situation.

**Individual Alcohol or Drug Assessments may take from 1 to 3 sessions depending on the situation and the student's history of use and consequences.*

- **Follow-up Session(s)** - If additional alcohol or drug-related incidents occur, or if the original problematic behavior continues, students may be referred back to Alcohol and Drug Counseling and Assessment Services for individual follow-up. (See WWU Alcohol & Drug Policy on Page 95.)

Referral to campus resource – Requirement that the student meet or connect with a specific campus resource. Examples include, but are not limited to, the Counseling Center, Student Health Center or Academic Advising Center.

Educational sanction – Sanction specific to a particular incident (some examples include stereo checks, creating informative posters, or rounds with an RA for a quiet hours violation).

Restitution - Requirement that the student make payment to the University or to other persons, groups, or organizations for damages which he/she is responsible. This sanction may be imposed whether the action was intentional or accidental.

Community Service - Requirement that the student complete a work project, thereby giving something back to the community, with the intention that learning will occur. Whenever possible, there will be a logical relationship between the misconduct and the assigned community work project.

Relocation to Another Residence Hall – Requirement that the student must move out of his/her current residence hall/apartment, but not out of University Residences. This sanction is based on a hope that the student will be more successful if given the opportunity for a fresh start in another community. The conduct officer may be very specific about which community the student must move to. He/she typically restricts visitation rights to the hall/apartment and/or area from which the student is being removed.

Eviction/Termination of the University Residences agreement/contract – Cancellation of the student's housing agreement/contract, requiring that he/she move off campus. This sanction is typically reserved for those students who indicate an unwillingness or inability to live within the parameters that have been established for on-campus housing at WWU. This sanction typically includes restriction of visitation rights to one or more community. In most instances, the student will be charged the full contract breakage penalty, since he/she has broken their contract by his/her own actions. Evicted residents are typically referred to the University Judicial Officer for additional follow-up.

Minimum Sanctions

There is no such thing as an automatic sanction since every situation is different. However, several consistent baseline sanctions have been defined. These minimum sanctions give the student an understanding of the bottom-line sanctioning parameters that are expected of the Conduct Officers by the Office of University Residences.

Alcohol or drug violation - typically results in a referral to Alcohol and Drug Consultation and Assessment Services (ADCAS).

Second violation in a given year - will result in a sanction other than a Warning. A behavioral sanction and/or Disciplinary Probation is appropriate.

Minor who sponsors a party with alcohol - will result in a sanction other than Warning. The student will also be informed that the sanctions for sponsoring another party with alcohol may likely include removal from the hall.

Legal age student providing alcohol to minors - it is illegal to provide alcohol to anyone under the age of 21. The minimum sanction for any violation of this type is Disciplinary Probation.

Policy Violation while on Disciplinary Probation - typically results in relocation to another hall or eviction/termination of the housing agreement.

Failure to complete a sanction or failure to complete a sanction within the designated time frame - will result in being placed on Disciplinary Probation typically in conjunction with other sanctions (e.g. class registration hold). Failure to complete sanctions, ultimately, will result in removal from University Residences.

Tampering with fire-safety equipment (*for example initiating a false alarm or intentionally misusing or abusing fire safety equipment*) – Behavior which places the student or others at risk of physical harm will result in sanctions ranging from Disciplinary Probation to removal from the University Residences.

Theft of lounge furniture or community equipment - theft may result in the involvement of University Police.

Lack of compliance with, or abuse of, a staff member (*including verbal abuse*) – disruptive behavior will result in a sanction ranging from a behavioral sanction to removal from University Residences.

Possession of marijuana or paraphernalia containing residue of marijuana - First violation includes a minimum of Disciplinary Probation and referral to Alcohol and Drug Counseling and Assessment Services.

Possession of a full or empty keg or other obvious common source container of alcohol - will result in Disciplinary Probation. Violation of this policy coupled with other violations (e.g., selling alcohol, disruptive behavior, quiet hours violations) may result in removal from University Residences.

Referral to the University Conduct System - A student who has violated University Residences policies and/or University policies may be referred to the University conduct system, instead of, or in addition to, the University Residences conduct system. Referred students typically meet with the University Judicial Officer.

Interim Suspension - In order to prevent danger to individuals, substantial destruction of property, or significant disruption of teaching, research, or administrative functions, the Dean of Students or his/her designee may temporarily suspend a student. An Interim Suspension will be pending a full review and discussion between the student and the Dean of Students or designee. An Interim Suspension becomes effective immediately upon written notice. The written notice of an Interim Suspension must include the stated violation, as determined by the Dean of Students, and the time, date and location of the meeting. The written notice will be sent by registered mail or delivered in person to the student.

In all cases of Interim Suspension, the student is entitled to a meeting before the Judicial Officer or the Dean of Students. The meeting shall take place within three business days after the beginning date of Interim Suspension. During the Interim Suspension period, the student will be allowed on University property only to the extent deemed permissible by the Dean of Students and/or the Judicial Officer. If a student fails to appear at his or her meeting, the suspension will stay in effect until the meeting has been completed and a new decision is made regarding all of the information and the student's status. Please see the Student Rights and Responsibilities Code in the Bulletin for more information.

Registration Holds

A 'hold' may be placed on registration for students who have an outstanding obligation to the university. Certain conduct code violations (for example, non-compliance with a behavioral sanction) may result in such a hold. When possible, written notification will be given to allow the student to comply with the sanction(s) prior to registration periods.

Policy Violations During Finals Week

The maintenance of an academic atmosphere in the residence halls during finals preparation week and finals week is paramount. In addition to abiding by quiet hours, it is expected that residents behave in a manner that allows other residents to focus on exams and academic needs. For this reason, if any resident acts in a manner that is disruptive to the hall/ apartment community during finals preparation week or finals week, the student will be referred to the University Judicial Officer and the student may be immediately moved to guest housing or off campus.

Appeal Process

Students have the right to appeal the decision of the Conduct Officer. Conduct decisions that are made by the Resident Director, Assistant Resident Director or Peer Conduct Board are considered on appeal by the University Residences Judicial Officer. Conduct decisions made by the University Residences Judicial Officer are considered on appeal by the Assistant Director of University Residences, or his/her designee.

To file an appeal, the student must complete and submit a completed Conduct Appeal form, available online at www.housing.wvu.edu/reslife/conduct_appeal.php or at the Residence Life Office (Edens Hall, Suite 113) within five (5) business days of the date of the conduct letter from the Resident Director, Assistant Resident Director, or University Residences Judicial Officer. This form should address the nature or reasons(s) for the appeal. Students may appeal because they believe there wasn't sufficient information on which to base the decision, because conduct procedures were not followed, or because they believe the sanction to be unfair or disproportional.

Decision-Making Standard for Appeals - When a student initiates an appeal, the student must demonstrate to the Appeal Officer that initial conduct decision was incorrect. Failing to attend the initial conduct meeting is not a reason to appeal a conduct decision.

The Appeal Officer will review the appeal form, the incident report, and the related conduct letters. Within seven (7) business days, the student will receive written notification of the final decision. The original conduct decision may be upheld, modified, or reversed. Decisions made by the Appeal Officer are final.

Proceedings

All proceedings, including the initial conduct meeting, are carried out in a manner that is informal and at the same time assures fundamental fairness. Conduct proceedings records, including Incident Reports and conduct letters/emails, and records from appeal proceedings, will be maintained by the Residence Life office. Records will not be available to any member of the public except upon written consent of the student involved. Certain exceptions are authorized under the "student records policy," Chapter 516-25 WAC.

STATEMENT OF STUDENT RIGHTS

1. The student has the opportunity for a thorough conduct meeting.
2. The student has the right to a fair conduct meeting. In cases of obvious and/or significant bias, the student may request an alternate conduct officer (someone other than his/her own Resident Director).
3. The student has the right to be informed of all alleged policy violations prior to the conduct meeting.
4. The student has the right to review the incident report(s) and sanction letter(s).
5. The student has the right to one level of appeal within the University Residences conduct system.
6. The student has the right to have a student, faculty, staff support or other person be present at any conduct meeting pertaining to his/her case. This individual serves as an advisor to, rather than a representative for, the student.
 - a. The support person's role is to observe the process and provide support and guidance to the student, as needed. The support person may not represent the student or speak on his/her behalf.
 - b. Resident Advisors may not serve in the support-person role due to the potential for conflict of interest. However, the RA can serve as a resource for students prior to and after the conduct meeting.
 - c. The support person may not have a conflict of interest with the case being investigated.

Staff Directory

Area Code: 360

Director of University Residences	Willy Hart	650-2953
Administrative Assistant	Jean Furlong	650-6540
Operations & Guest Housing		
Manager for Conference & Guest Housing	David Ruble	650-7537
Administrative Support	Nick Fomin	650-3537
Facilities Management		
Assistant Director	Robert Carr	650-3556
Secretary	Tara Graybill	650-3556
Assistant Director, Facilities Interior	Leslie Strong	650-2965
Facility Manager	Mike Bartosch	650-3475
Interior Designer	Karen Neely	650-3671
Custodial Services Manager		650-2923
Custodial Supervisor	Carol Quimby	650-3188
Custodial Supervisor	Kellie Edwards	650-3743
Custodial Supervisor	Don Steinke	650-3942
Warehouse Operator	Rob Hansen	650-3941
Residence Life		
Associate Director	John Purdie	650-2960
Assistant Director	Tasha Yules	650-2960
Assistant Director	Dave Dettman	650-2960
Coordinator for Educational Programming and Leadership	Ronna Biggs	650-2960
Judicial Officer	Michael Sledge	650-2960
Office Manager	Sheryl Jensen	650-2960
Secretary	Carrie Danielson	650-2960
Residence Hall Association (RHA)		650-4782
National Residence Hall Honorary (NRHH)		650-4782
Assignments		
Assistant Director Occupancy Management & Assessment	Karen Walker	650-2952
Assignments Coordinator	Jane Mains	650-2951
Office Assistant	Aaron Garland	650-7797
General Information		650-6565
Financial and Information Systems		
Associate Director	Kurt Willis	650-6105
Principal Accountant	Kelley Flaherty	650-6835
Housing Cashier Supervisor	Mandy Rietman	650-6579
Housing Cashier Fiscal Tech	Kristina Westgard	650-3744
Web Database Developer	Firass Asad	650-2529
Assistant Director for Information Tech.	Deborah Frost	650-7474
University Dining Services		
Resident District Manager	Ira Simon	650-2970
Central Office Staff	Faye Moena	650-2970
Business Development Director	Lisa North	650-7543
Resident Dining Director	Chris Kenney	650-3322
Retail & Catering Director	Steve Hall	650-6850
Registered Dietitian	Timothy Bartunek	650-2972
Viking Commons		
Senior Manager	Kelly Triplet	650-2983
Chef Manager	Monica Krivanek	650-3947

Ridgeway Commons		
Senior Manager	Tim Wheeler	650-3943
Chef Manager	Tyree Johnson	650-3945
Ridgeway Market		650-3935
Fairhaven Commons		
Senior Manager	Wendy Richard	650-6851
Chef Manager	Mark Eilberg	650-3950
Cafes & Markets		
Retail Dining Director	Steve Hall	650-6850
Retail Dining Manager	Carol Dubois	650-7661
Chef Manager	Alyce Heaton	650-2267
The Atrium		650-3951
BT Market		650-4931
The Haven Market		650-7738
Miller Market		650-3948
Rock's Edge Café		650-2312
Tony's Coffee HH		650-4104
Underground Coffeehouse		650-2871
Viking Union Café		650-2049
Viking Union Market		650-2045
Catering		
Catering Office		650-3933
Catering Director	Tim Bartunek	650-2675
Catering Fax		650-3078
Residence Hall	Cell/Duty Pager	Desk Phone
	(7 p.m. - 7 a.m.)	
Alpha	303-3074/758-6655	650-4920
Beta	319-5827/758-6124	650-4929
Birnam Wood	927-5034/758-6258	
Buchanan Tower Suites	927-4636/758-6229	650-6537
Delta	303-3074/758-6655	650-4920
Edens North & Edens Hall	927-3895/758-6112	650-3681
Fairhaven	758-6266/0438	650-4888
Gamma	319-5827/758-6124	650-4898
Higginson	927-3895/758-6112	650-4846
Highland	303-3074/758-6655	650-4920
Kappa	927-4634/758-6205	650-4778
Mathes	927-4635/758-1259	650-6200
Nash	303-3951/758-6141	650-4850
Omega	303-3074/758-6655	650-4920
Sigma	303-3074/758-6655	650-4920
Computer Labs		
Ridgeway Computer Lab	650-6899	
North Campus Computer Labs		
Nash	650-2860	
Mathes	650-6456	
Higginson	650-7673	
South Campus Computer Lab		
Fairhaven	650-3607	
Computer Help (ResTek)	650-2946	
Telecommunication Device for the Deaf (TDD)	360 650-6565	

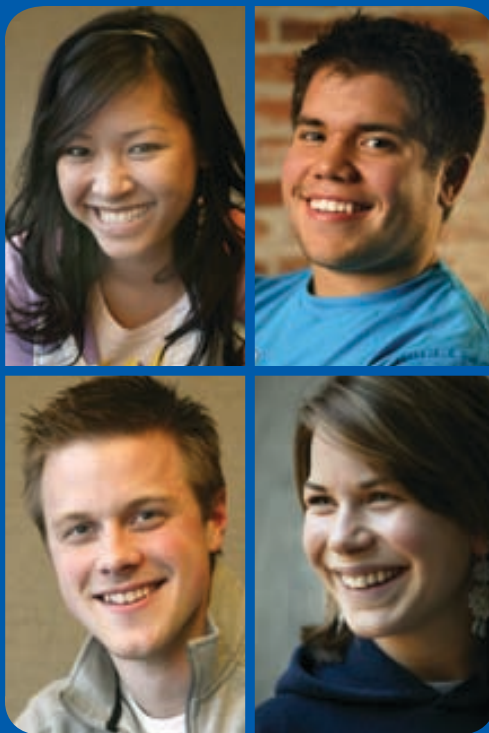
Paging Instructions

- 1) Dial 9, then the pager phone number.
- 2) A voice will say, "Please enter your numeric message after the tone."
- 3) After the voice message enter the phone number you are calling from and press #.
- 4) Hang up and wait for a staff member to call you.

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WEB SITE

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assignments@wvu.edu

STATUS SITE

www.housing.wvu.edu



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